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| **POSITION DESCRIPTION – Association/Club Registrar** | |
| **Organisation:** |  |
| **Job Title:** | Registrar for *(Association/Club name)* |
| **Position Type:** | Voluntary / Paid |
| **Reports to:** | Board of *(Association/Club name)*  Netball WA |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  The chief administrator of membership registration for the Association | |
| **Knowledge/Skills**   * Strong written and oral communication skills * Strong organisation and record-keeping skills * Capable of using Microsoft Word and Excel, able to pick up new systems * MyNetball training is desirable | |
| **Typical time commitment**   * *Approximately 10 hours per week throughout the year* * *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required* | |
| **Responsibilities and Duties**   * Ensure the registration details for all members are recorded in MyNetball * Maintain member records in MyNetball, including- games played, accreditation, awards, volunteer services, etc. * Ensuring that relevant data is forwarded to Netball WA or Association * Ensure records are entered onto MyNetball for all competition match results at the end of each fixture round (Association only)   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |