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Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



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## POSITION DESCRIPTION – Association Registrar or Administrator

<b>Organisation:</b>	
<b>Job Title:</b>	Administrator for <i>(Association name)</i>
<b>Position Type:</b>	Voluntary / Paid
<b>Reports to:</b>	Board of <i>(Association name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 10 hours per week</i>

### POSITION DETAILS

#### Purpose

The Administrator provides the coordinating link between members, the board and outside agencies

#### Knowledge/Skills

- Strong written and oral communication skills
- Administrative and organizational skills
- Can maintain confidentiality
- Capable of using Microsoft Word and Excel, and PlayHQ

#### 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*
- *Some evenings will be required throughout the year*

#### Responsibilities and Duties

- Cover all aspects of office work and general administration
- Prepare affiliation details of members and process registrations
- Respond to enquiries
- Attend meetings and take minutes as required
- Liaise with all members, Netball WA and other Associations
- Prepare calendar for the season
- Help with running competition/fixtures as required
- Banking duties, including budget recommendations

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- Assist in producing submissions for government and other entities for grants and sponsorship
- Prepare annual report for AGM
- Attend professional development or training courses as required

#### 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*