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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



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POSITION DESCRIPTION – Association/Club Registrar

Organisation:	
Job Title:	Registrar for <i>(Association/Club name)</i>
Position Type:	Voluntary / Paid
Reports to:	Board of <i>(Association/Club name)</i> Netball WA
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 10 hours per week</i>
POSITION DETAILS	
Purpose The chief administrator of membership registration for the Association	
Knowledge/Skills <ul style="list-style-type: none"> • 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 • PlayHQ training is desirable 	
Typical time commitment <ul style="list-style-type: none"> • <i>Approximately 10 hours per week throughout the year</i> • <i>May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required</i> 	
Responsibilities and Duties <ul style="list-style-type: none"> • Ensure the registration details for all members are recorded in PlayHQ • Maintain member records in PlayHQ, including- games played, accreditation, awards, volunteer services, etc. • Ensuring that relevant data is forwarded to Netball WA or Association • Ensure records are entered onto PlayHQ for all competition match results at the end of each fixture round (Association only) 	
Member Protection	

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- 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