



Majura Football Club Position Description – Club Registrar

JOB TITLE:

Registrar (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Registrar/Administrator is a minimum of 2-3 hours per week. This will be increased at the beginning of the season and will decrease over the season.

ROLE DESCRIPTION:

To register and maintain the club's membership in an effective and efficient manner. This includes close liaison with Capital Football through the use of the SportsTG application.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members.
- Supervise and action player registrations in the club database in MyFootballClub.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand MyFootballClub application and attend 'System Training' session at the beginning of the season or as required by Capital Football, or the club.
- Liaise with Capital Football as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub application.
- Adhere to the Privacy Act regarding all membership information.
- Assist the club and Capital Football to promote and implement the self-registration option via MyFootballClub.
- Action all Registration correspondence (e-mails etc) in a timely manner.
- Attend monthly club committee meetings.
- Produce reports and deliver registration reports at each Committee meeting.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.



RELATIONSHIPS:

- The Registrar reports to the club Committee.
- Liaises with Capital Football Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.
- This role may be required to supervise an assistant.

ACCOUNTABILITY:

- The Registrar is accountable to the President.
- The Registrar is accountable for the successful registration of all players who play for Majura FC.
- The Registrar is accountable for chasing all outstanding registration debt owed to the club.

ESSENTIAL SKILLS:

- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (Capital Football/club membership fees etc).

DESIRABLE SKILLS:

- Computer literate (with training provided) in the operation of the Capital Football SportsTG application.
- Understanding of Capital Football registration process and procedures.
- Negotiating and facilitation skills.
- Computer literacy skills.

VOLUNTEER BENEFITS:

- Community club administration management role.
- Enhances internal and external stakeholder engagement.
- Enhances broader membership liaison skills and problem-solving.
- Enhances the opportunity to use different computer applications and influence club policy and processes.