

Position: Registrar Organisation: United Starz Netball Club

Position Summary:

The Registrar of the United Starz Netball Club plays a vital role in managing member registration and maintaining accurate records. This role involves overseeing the registration process, ensuring membership information is up to date, and facilitating communication between the club and its members. The Registrar is essential for the smooth functioning of the club and ensuring a positive experience for its members.

Key Responsibilities:

1. Membership Management:

- Oversee the registration and renewal of club memberships, ensuring the process is efficient and user-friendly.
- Maintain an accurate database of club members, including contact information and registration status.

2. Communication:

- Act as a primary point of contact for club members regarding registration, inquiries, and updates.
- Distribute important information to members, such as event details and deadlines.

3. Record Keeping:

- Maintain organized and up-to-date records of all member information and club documentation.
- Ensure the safe storage and easy retrieval of member records.

4. Registration Events:

- Organize and facilitate registration events or online registration periods.
- Assist members in the registration process, answering questions and providing support.

5. Compliance:

- Ensure that the club complies with any legal or regulatory requirements related to membership records.
- Coordinate with relevant authorities as needed.

6. Reporting:

- Provide regular reports on membership status to the committee, including the number of members, demographics, and trends.

7. Supporting the Committee:

- Collaborate with other committee members to assist in various club activities and events.

- Provide administrative support to other committee members as needed.

Qualifications:

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in record-keeping.
- Proficiency in using computer software for document management and communication.
- A commitment to the club's mission and values.

Time Commitment:

The Registrar position is expected to require a moderate time commitment, particularly during registration periods. This role may involve several hours per week, with variations depending on club activities. This is a volunteer position, and the term is typically 1 year, as determined by the club's constitution.

How to Apply:

Interested individuals should go to our social media pages and select the Forms link.

All nominees should attend USNC AGM to be voted in by the current committee.

Serving as the Registrar of United Starz Netball Club is a unique opportunity to play a pivotal role in managing member registrations and supporting the club's administration. If you are organized, detail-oriented, and dedicated to the success of our club, we encourage you to apply for this important position.