

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

REGISTRAR

The Registrar is responsible for overseeing and maintaining the register of members for the Maitland City Softball Club Inc.

Responsible to:

The Registrar is directly responsible to the President of Maitland City Softball Club Inc and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Registrar should:

- Maintain the Club's membership records and database
- Send out Registration Forms to prospective members
- Send out Registration Forms to existing members no later than 6 weeks before commencement of each season's competitions
- Provide other committee members with a copy of the membership register as required
- Work with the Treasurer to ensure that Registration Forms are processed and membership payments are made
- Present a report to the committee of the current members registered, as and when required
- Register all registered players in Newcastle District Softball Association
- Maintain member and team records on Passport Fox Pulse database and ensure registration forms are up to date
- Enter teams in competitions
- Liaise with Association Registrar to ensure club obligations are filled
- Collect scorebooks at the end of each season from the respective team scorers
- Organise a survey of member satisfaction after each season
- Attend association meetings and communicate back to the Club committee
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Registrar is someone who:

- Can communicate effectively
- Is well organised
- Is positive and enthusiastic
- Has Intermediate computer skills and access to a computer and internet