



COUNTRY UNITED FOOTBALL CLUB INC

10 Branscombe Rd,

Walkerston QLD 4751

Secretary@countryunited.org.au

## Position Description – Registrar

### JOB TITLE:

Registrar

### OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Mackay Regional Football Zone and Football Queensland through the PlayFootball Club database system.

### RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- 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, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Follow up with a reminder email to those members from previous years, who have not renewed their membership.
- Understand FQ PlayFootball Club system and attend 'System Training' session at the beginning of the season or as required by FQ or the club.
- Liaise with FQ as required to keep accurate club contact details (President, Secretary, Treasurer) using the PlayFootball Club system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FQ to promote and implement the self-registration option via PlayFootball Club.
- Check club email address on a daily basis for updated Registration information.
- Process registrations via PlayFootball Club as required for members (players, volunteers, coaches etc).
- Maintain member details as required by PlayFootball Club.

### RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FQ Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

### ACCOUNTABILITY:

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer. The estimated time commitment required as the Registrar is up to 5 hours per week. This will be increased at the beginning of the season.

### ESSENTIAL SKILLS:

- <https://www.countryunited.org.au/>
- Computer literate in the various Microsoft applications.
- 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.
- Financial skills/knowledge.
- Report writing



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- 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.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (MRFZ and FQ membership fees etc).

*The estimated time commitment require as an Equipment Officer is up to 5 hour per week.*