

Hamilton Soccer Club

Position Description – Registrar/Administrator

JOB TITLE:

Registrar / Administrator

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with FV through the Play Football database system.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the club's membership base.
- Develop a 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.
- Provide all members' details to the Secretary for maintenance of the club database.
- Follow up with reminder correspondence to members from previous years who have not renewed their membership.
- Understand the FV Play Football registration system and attend relevant system training sessions at the beginning of the season or as required by FV or the club.
- Liaise with FV as required to ensure accurate club contact details, including the President, Secretary and Treasurer, are maintained within the Play Football system.
- Ensure compliance with the Privacy Act in relation to all membership information.
- Assist the club and FV to promote and implement the self-registration option through PlayFootball.
- Check the club email address daily for updated registration information.
- Process registrations through Play Football as required for members, including players, volunteers, coaches and other club participants.
- Maintain and update member details within PlayFootball as required.

RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FV 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/Administrator is **up to 2 hours per week**. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Computer literate
- 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 (FV membership fees, etc).