

**Job Description Template Association Registrar**

**JOB TITLE:**

Registrar / Administrator

**OBJECTIVE:**

To manage and administer the association membership in an effective and efficient manner. As, Registrar, ensure that all players are registered with the Association and are eligible to participate in the relevant competitions. The registrar will be required to implement the registration process that has been implemented by the Football Federation SA. The Registrar is responsible for distributing registration guidelines to all clubs, maintaining records of all registered players and volunteers and providing these details to relevant people within the clubs.

**RESPONSIBILITIES:**

* Ensure that the registration process adopted by the FFSA is implemented. FFSA use an online registration system called myfootballclub.
* Develop an understanding of the MyFootballClub system and attend the required training workshops at the beginning of the season or as required by FFSA.
* Provide self registration guidelines to clubs on how to register players and volunteers. FFSA will provide this information on an annual basis.
* Provide assistance to clubs where required in establishing registration package that includes the FFSA/FFA fees, association fee and club fees..
* Process registrations via MyFootballClub for players and volunteers,
* Process any ITC requests.
* Provide reports to treasurer on the number of player registrations for the purpose of invoicing.
* Ensure all representative players and volunteers are registered to participate in State and Country Championships. Follow up players and volunteers that have not completed their registration requirements.
* Send out reminders to those members from previous years that have not renewed their registration.
* Develop and maintain strategies for the ongoing expansion of the membership base of the association.
* Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting. .
* Liaise with FFSA as required.
* Implement Privacy Act regarding all membership information. .
* Maintain member details as required by MyFootballClub.

**RELATIONSHIPS:**

* The Registrar/Administrator reports to the President ane Executive Committee.
* Liaises with FFSA Registration Team, Competitions and Finance Department.
* Will have a close working relationship with clubs.

**ACCOUNTABILITY:**

* The Registrar/Administrator is accountable to the President and Executive Committee.

**ESSENTIAL SKILLS:**

* Computer literate in the various Microsoft applications.
* Good communication skills.
* Committed to developing and improving processes.
* 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.
* Willing to develop and learn new skills and knowledge.

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar is \_hours per week.

The Registrar is appointed for a period.