

# POSITION DESCRIPTION

## REGISTRAR



### Executive Role

Decision making, overseeing and long-term focus level of the committee.

### Objectives

- To provide coordination of the club's membership activities.
- To manage and administer the club's membership in an effective and efficient manner
- To ensure a close liaison with FSA through MyFootball and EDJSA through the Dribl systems
- To provide support to the executive committee to ensure the efficient operation of the club.

### Responsibilities

- Ensure the most appropriate allocation of **match day pitch allocation and schedules** as possible
- Provide all **members' details to the executive secretary** to maintain the membership register.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- **Understand** FSA **MyFootball** system and EDJSA **Dribl** system or any system that is required, from time to time, to undertake your role
- Liaise with FSA, SAASL and EDJSA as required to keep **accurate club contact details** (Executive members) using the MyFootball system.
- Implement **Privacy Act** regarding all membership information.
- Check club email as required, for updated **registration information**.
- Process registrations via **MyFootball or Dribl** as required
- Maintain member details as required by **MyFootball and Dribl**.
- Maintain an **accurate record of all club members** and provide a report to the executive secretary when required.
- 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.
- Undertake tasks at the request of the president and executive committee.

### Relationships

- Reports to the president and executive
- Liaise with governing associations as required.
- Liaise with football directors
- Liaise with the committees, players and all club members as required.

### Accountability

- The Registrar is accountable to the president and the executive.
- Provide a report on any aspect of the portfolio operations to the executive when requested.

- Seek ratification from the executive prior to committing the club to any financial expenditure or action.

## **Commitment**

Time commitment: approximately 30 hours per week up to 40 hours per week during peak periods

**Version:** June 2026  
**Review date:** October 2026  
**Approved:** Vice President

**Date:** .....

**Signature:** .....