

**Position:** REGISTRAR

**Reports to:** President

**Prime Objective of Position:** To ensure that all Club registration paperwork is completed efficiently, all paperwork required by Associations is completed and to keep a detailed database of old and new registrations.

**KEY TASKS:**

1. The responsibility of the Register of Members (Consumer Affairs Victoria requirement) is that of the Registrar. This is a detailed record of the Club's members that must be forwarded to the Secretary prior to the SEMNC Annual General Meeting.
2. Organise all registration requirements via Google Forms and NetballConnect. It is the Registrar's responsibility that all committee members know how to complete registrations.
3. The Registrar may appoint an assistant at the approval of the SEMNC Executive Committee. The activities of the assistant will be authorised by the Executive Committee prior to commencement. (i.e., to help with taking and updating of registrations).
4. Ensure all registrations are filled out correctly with all required information, especially Medical Release / Photo Release and Code of Conduct, is received and recorded.
5. Where possible, be available at training sessions to assist with registrations.
6. Keep a copy of all medical history forms.
7. Maintain team lists with contact details and inform the President and Treasurer every time a change is made.
8. Provide Team Managers and Coaches with detailed records for their teams prior to season commencement and also throughout, should any players' details change in that team.
9. Prepare Best and Fairest voting for each team at the beginning of each season (via NetballConnect).
10. Keep updated game attendance records of all current and non-current players. This is used for milestone games (i.e., 100 games / 200 games) to be presented at end of each season's presentation in front of all teams.
11. Electronic back up of each season is to be given to the Secretary at the end of each season for archiving (electronic back-ups are to be kept for three (3) years) however, if we are using a document system with version history, this may not be required. It is the responsibility of the Registrar to ensure that each season's documentation and electronic records are organised and filed so that any handover of the role is done smoothly and efficiently.
12. Perform such other administration duties as may be required by the Club President or Committee.
13. Be an active member of the Committee contributing to the resolutions and proceedings of meetings.