



CLUB REGISTRAR/MEMBERSHIP OFFICER

Reports to: Management Committee

Purpose of role

The Club Registrar/membership officer is there to maintain the club's membership records in line with the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations including AFL Mackay and AFLQ Rules. The Club Registrar/Membership Officer is there to manage, collect, review and distribute the club's membership details to the Management Committee.

Qualifications & Desirable Characteristics

- Hold a current volunteer "Working with Children Check"
- High organisation skills
- Computer skills
- Effective communication skills
- Respects and keeps confidential matters confidential when necessary
- Knowledge or relevant experience of committee procedures

Duties & Responsibilities

Prior, during and post season duties of the Secretary may include but are not limited to:

- Keep a register of all members and make any necessary notation thereon from time to time,.
- Provide access to club's membership database (currently TG Sport) to authorised parties within the club ie club coach, team manager
- Maintain and review access to club's membership database (currently TG Sport) on behalf of the club.
- Assist the Secretary with blue card applications for members on behalf of the Club to Blue Card Services
- Assist in annual sign-on day
- Assist members with any membership queries
- Provide medical record summary of members to Coaches and Junior Co-ordinator, where necessary
- First point of contact between AFLQ, AFL Mackay and the club in terms of membership queries, registrations, transfers and clearances.
- Ensure all players are registered and cleared to play in their nominated teams.
- Co-ordinate all player and coach clearances and transfers.
- Ensure players and members pay relevant fees in consultation with Club Treasurer

Time Commitment: 3 – 10 hours per week or as requested

