POSITION DESCRIPTION: REGISTRAR

**Purpose:**

The Registrar acts as the key point of liaison between members and the Management Committee. The Registrar is elected by club members at the Annual General Meeting (AGM) and is appointed for one calendar year from the date of the AGM to the next AGM.

**Responsibilities:**

* Voting Member of Committee
* Attend Management Committee meetings of the organisation
* Keep a “Register of Members” in accordance with the rules of the organisation
* Keep a record of the organisation’s respective trophies, shields and awards
* Circulate information and entry forms
* Handle incoming entry forms and membership forms at the beginning of the financial year and before events through an online management system
* Liaise with members throughout the year as necessary
* Management of club registration system and data

**Personal Attributes**

* Sound communication and negotiation skills
* Positive and enthusiastic approach
* Strong networking skills & the ability to establish & develop key relationships
* Well organised and ability to work independently
* Innovative, creative and can identify potential sources of membership
* Good expertise and experience in dealing with the local media & sponsors
* Computer skills

**Key Relationships**

* Treasurer
* Secretary
* President
* Vice President

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