



Broadmeadow Magic Youth Football Club

Committee Roles

Job Title:

Registrar

Objective:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Newcastle Football through the MyFootballClub database system.

Responsibilities:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide all members' details to the Secretary to maintain the club database.
- Understand Newcastle Football MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by Newcastle Football.
- Liaise with Newcastle Football as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

Accountability:

- The Registrar is accountable to the Operations Committee

Essential Skills:

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- 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.
- Knowledge of the club membership packages and external requirements

The estimated time commitment required as the Registrar/Administrator is up to 3 hours per week. This will be increased at the beginning of the season.