



Department of
Sport and Recreation



POSITION DESCRIPTION – Association/Club Registrar

Organisation:	Mandurah Netball Association (MANDURAH NETBALL ASSOCIATION)
Job Title:	Registrar <i>Mandurah Netball Association</i>
Position Type:	Voluntary – Honorarium annually
Reports to:	Committee members of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
Currently filled by:	
Commencement date:	
End date:	

POSITION REQUIREMENTS

Purpose

The chief administrator of membership registration for the Association

Knowledge/Skills

- Strong written and oral communication skills
- Strong organisation and record-keeping skills
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- MyNetball training

RESPONSIBILITIES AND DUTES

- Abide by MANDURAH NETBALL ASSOCIATION's Constitution and Policies & Procedures at all times
- Ensure the registration details for all members are recorded in MyNetball
- Maintain member records in MyNetball, including- games played, accreditation, awards, volunteer services, etc.
- Ensuring that relevant data is forwarded to Netball WA/ Association
- Ensure records are entered onto MyNetball for all competition match results at the end of each fixture round (Association only)
- Advise MANDURAH NETBALL ASSOCIATION treasurer of fines issued for player registration breaches as per MANDURAH NETBALL ASSOCIATION Policies & Procedures Fines Table
- Maintain record of Single Game Vouchers users
- Attend monthly committee meetings and submit report 3 days prior to meeting for distribution to committee members along with agenda
- Upon vacating the role, mentor incoming officer and keep role description/any procedures up to date.



Department of
Sport and Recreation



ADDITIONAL INFORMATION

Required Checks:

- Proof of Identity
- Reference Check Working With Children Check
- Volunteer Police Clearance

The opportunity to:

- Work as part of team dedicated to the growth and development of MANDURAH NETBALL ASSOCIATION
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of MANDURAH NETBALL ASSOCIATION
- Use one's skills in a positive and engaging way

Reimbursement of Out-of-Pocket Expenses
(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact *Mandurah Netball Association*

Email : mna@bigpond.net.au

Office Phone (attended Mondays & Fridays Only 10am-2pm) 08 95815054