



Position Description – Registrar/Administrator

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Brisbane 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 membership packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FB MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by FB or the club.
- Liaise with FB as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FB to promote and implement the self-registration option via MyFootballClub.
- Check club email address on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FB Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

<INSERT MF LOGO>

MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail



ACCOUNTABILITY:

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 6 hours per week. This will be increased at the beginning of the season.

<INSERT MF LOGO>

MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail