



Vermont Vultures Basketball Club Position Description – Registrar

Updated 4/10/2023

Role: Registrar

Reports to: Club Executive

Role classification: Voluntary

Committee member: Yes

Expected hours of work: 20 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Registrar at the Vermont Vultures Basketball Club (The Club).

Summary

The role of the Registrar is a key recent role within the Vermont Vultures. The key responsibilities include ownership of the registration process for The Club and managing the key team assembled to deliver teams for relevant season to ensure the smooth delivery of registrations for each season.

Role description

The Registrar is supported by the Club Admin Officer, Age Group Coordinators (AGC) and Brand and Communications Manager and is required to perform the following duties

1. Develop & adapt appropriate process for managing the registrations process in a timely and efficient manner.
2. Review previous registration process and recommend any updates/changes to the process to the Committee.
3. Liaise with AGCs to ensure the timely allocation of teams in all age groups together with ensuring all teams are loaded into PlayHQ on time.
4. Manage and filter communications received from members and ensure they are provided to the relevant AGC
5. Ensure all AGC send out team lists on time and are aware of any sensitive information as provided to you by the Child Safety Officer
6. Provide to the Communication Manager a timeline of required club notifications and revise as required
7. Work with Club Admin Officer and Social Media & Website manager to add frequently asked questions into communications and on to the website.
8. Comply with all aspects of the Club and Associations Code of Conduct, policies and procedures.
9. Maintain player and family confidentiality when dealing with sensitive matters.
10. Manage all Club records and documents in an accurate and secure manner.
11. General administration duties as required.

Skills required

The successful applicant will possess:

- Can communicate effectively with external organisations and individuals
- The ability to engage people on various levels
- Good understanding of compliance requirements for community based sporting organisations.

Qualifications required

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter



Further information on this employment classification is available at <https://www.ato.gov.au/Non-profit/Your-workers/Your-volunteers/Paying-volunteers/Honorariums/> or by contacting the Treasurer at treasurer@vermontvultures.org.au

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club President president@vermontvultures.org.au

Club Vice President vicepresident@vermontvultures.org