



Abbotsford Juniors Football Club Position Description – Registrar/Administrator

JOB TITLE:

Registrar / Administrator

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison between MyClubMate (AJFC's system), iCompman (CDSFA's system) and MyFootballClub (FFA's 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 communication to those members from previous years, who have not renewed their membership.
- Understand FFA's MyFootballClub system, CDSFA's iCompman system and AJFC's MyClubMate system and attend 'System Training' session at the beginning of the season or as required by CDSFA/FFA or the club.
- Liaise with CDSFA/FNSW/FFA 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 CDSFA/FNSW/FFA 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 CDSFA/FNSW/FFA Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.

ACCOUNTABILITY:

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

The estimated time commitment required as the Registrar/Administrator is up to 2 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Consistently demonstrates alignment to the Club's Purpose and Values.
- 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 (CDSFA/FNSW/FFA membership fees etc).