



## JOB DESCRIPTION

### Registrar

The role of the Registrar is to be responsible for collecting and recording membership fees as directed by Treasurer, registering all members on RugbyLink, maintaining a list of all financial members, and assisting the Treasurer as required. Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

#### **Specific duties include but are not limited to:**

- Provide advice to the Committee in their management of the registration process
- Set up the details eg fee structure/merchandise/club contacts prior to the commencement of the season eg early January each year as a minimum via Rugbylink
- Liaise with the website administrator to update the fees structure and process
- Promote registration process and awareness of training requirement to be registered to reduce the risk for members in case of accident/injury
- Provide advice to the Committee in the completion of the membership register prior to the AGM
- Receipt of all incoming monies
- Bank all monies received
- Maintain accurate records of all income and expenditure

#### **Needed:**

- Receipt Books
- Bank deposit book
- Calculator
- Internet access & Computer

Issue Date: 25/1/16