



JOB TITLE:	REGISTRAR	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Executive and General Members		
POSITION TERM:	1 Year		
TIME COMMITMENT:	Initially start of season 5+ hours per week that reduces to 2 hours during season		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

The Registrar is responsible for managing member records and ensuring accurate and up-to-date registration information. Key duties include maintaining the membership database, processing new registrations and renewals, and ensuring compliance with relevant club policies and governing body requirements. The Registrar also assists with communication to members regarding registration deadlines and provides reports to the committee as needed. This role is essential for supporting smooth operations and fostering member engagement.

OBJECTIVE

- Effectively manage and administer the Club 's membership. This may include close liaison with Netball Queensland through their database system.

RESPONSIBILITIES

- Ensure all membership fees are collected in a timely and efficient manner in conjunction with the Treasurer
- Work with the Treasurer to ensure all applicable fees are paid to the Club's affiliated body
- Process registrations as required by all members
- Where applicable, provide membership packages to all members including Life Members
- Provide all members details to the Secretary to maintain in the relevant database systems
- Implement Privacy Act regarding all membership information
- Maintain member details as required through the Netball Queensland database system, including uploading teams, coaches and team managers into Netball Connect when finalised.
- Where applicable manage all Policies and Procedures in relation to Registration and Fixtures
- In conjunction with coaching co-ordinators, communicate with players / player guardians regarding team allocations and player agreements
- Setting up team lists with correct information for distribution to coaches. Ensuring these lists are kept up to day with any changes throughout the season.
- Keeping a register of players with no media or photography consent and keep committee and specific coaches up to date as required
- Manage the Expression of Interest (EOI) list for the upcoming season by ensuring it is prepared and ready for publication before the current season concludes. Share EOI outcomes with the executive committee at the start of the new season, and respond to all applicants with confirmation of their successful or unsuccessful status, including any next steps
- Provide list of all registered players and their age groups for grading purposes (working with Grading co-ordinator)

KNOWLEDGE/SKILLS

- Proficient in using computers and various operating systems.
- Strong verbal and written communication abilities.
- Highly organised and capable of managing tasks effectively under pressure, particularly at the start of each season.
- Able to prepare clear and concise reports for the General Committee.
- Familiar with membership options and external requirements (such as NQ capitation fees).
- Quick to learn and adapt to new registration database systems.



Springfield Lakes Netball Club



PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest, and trustworthy
- Dedicated association person

OTHER

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.

NOTES:

For further information regarding this position please contact
Netball@Springfieldlakesnetballclub.com

REVIEWED BY:

Melissa Snell

DATE:

07/11/2025

APPROVED BY:

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DATE:

07/11/2025

LAST UPDATED BY:

Jess Preston

DATE:

06/11/2025