



**NATIONAL CLUB
ACCREDITATION SCHEME**
Capalaba Football Club
Position Description – Registrar/Administrator

POSITION TITLE:

Registrar

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Queensland and Football Brisbane and any other manager of competition/s that the Club is affiliated with through the Playfootball database system or other such systems/processes that may be applicable.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- 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 information on membership packages to all members, including life members.
- Provide all members' details to the Secretary to maintain the club's membership database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FQ and FB Playfootball system and attend 'System Training' session at the beginning of the season or as required by FQ or FB or the club.
- Liaise with FQ and FB as required to ensure accurate club contact details (President, Secretary, Treasurer) are recorded in the Playfootball system.
- Ensure compliance with all aspects of the Privacy Act regarding membership information.
- Assist the club and FQ and FB to promote and implement the self-registration option via Playfootball.
- Check club email address on a regular basis for updated Registration information.
- Process registrations via Playfootball as required for members (players, volunteers, coaches etc).
- Maintain member details as required by Playfootball.

RELATIONSHIPS:

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FQ and FB Registration Team, Competitions Department and Finance Team.



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

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CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



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- Will have a close relationship with team coaches and team managers.

ACCOUNTABILITY:

- The Registrar 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:

- 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 (FFV membership fees etc).



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