

RAIDERS NETBALL COMMITTEE POSITION DESCRIPTIONS



REGISTRAR

To ensure the professional management and registration of all members of the club.

Responsibilities and duties

- Setup the new Season details, fees and discounts in Netball Connect ready for sign on Day
- Attend the Raiders sign on day (January each year) to assist with registration of members
- Provide assistance to families who register online
- Check all members are registered with Netball Queensland
- Prepare and submit a report as required to management committee meetings
- Setup the Net program in Netball Connect
- Keep a record of all playing and non-playing members of the club and forward to the secretary as new players register or as players exit the club to ensure up-to-date records
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position)
- Attend and assist at all club events and activities, where possible
- Represent the club in a professional, positive and appropriate manner.

NOTE: This role is not required to be a member of the Management Committee.