



# POSITION DESCRIPTION

## REGISTRAR

<b>REPORTS TO:</b>	Operations Manager
<b>CLASSIFICATION:</b>	Voluntary (Honorarium)
<b>COMMITTEE POSITION:</b>	Yes
<b>TIME COMMITMENT:</b>	150 hours per season, peak times March and September

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### ROLE SUMMARY

The Registrar is a key role within the Whitehorse Mustangs (the Club), as reflected in the requirement for the Registrar to also hold a position on the Committee. The Registrar is responsible for season, team and general administration at the Club. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

### ROLE DESCRIPTION

The Registrar is responsible for Club registrations, team selections and team entry into junior domestic competitions. They coordinate the team selection committee, providing current registration data in a usable format to support timely release of teams.

The Registrar is responsible for the following duties within the Club:

- Review previous season's registration process, suggest improvements for the upcoming season and submit to Committee for review, feedback, approval and implementation
- Continuous improvement of the registration process to make sure it is both efficient and fit for purpose
- Work closely with Marketing Coordinator to provide timely information to stakeholders; revise schedule as needed
- Work with Operations Manager and Marketing Coordinator to publish frequently asked questions on Club website and socials
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- General administrative duties as required

### SKILLS

- Good communication and negotiation skills
- Good administration and organisation skills
- Sound understanding of compliance requirements for community sport

### QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

### REQUIREMENTS OF THE ROLE

- Competent with Microsoft Office and Google
- Intermediate to advanced Microsoft Excel skills - preferred but not required
- Working with Children Check
- Basketball Victoria Member Protection Statutory Declaration
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies

### HONORARIUM

- For information on this employment classification, and assessable income, visit the [ATO website](#)