

MSSC Registrar/Administrator

The role of the Registrar is to manage and administer the club's membership in an effective and efficient manner. This includes close liaison with the Club Treasurer, AWFA Registrar & Recorder, Football Federation Victoria through the MyFootballClub database system. Link: www.playfootball.com.au/register



Desirable Attributes:

The Registrar should be able to:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposals for membership fees and arrangements for the ensuing season to the General Committee.
- 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.
- In liaison with the welcoming provide welcoming kits as necessary.
- Add Secretary and Treasurer to the club database by activating them as administrators in My Football club.
- Understand FFV MyFootballClub and AWFA system and attend 'System Training' session at the beginning of the season as required by AWFA/FV.
- Liaise with FV as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FV to promote and implement the self-registration and payment option via MyFootballClub.
- Check regularly for new Registration information and check that names are transferred to the team lists.
- Process registrations via MyFootballClub as required for members (players, volunteers committee & team managers, coaches etc).
- Maintain member details as required by MyFootballClub and legally with Consumer Affairs Victoria.
- Set up Canteen Roster in liaison with Secretary and send out to team managers prior to season start.
- Liaise with Safety Officer, Welcoming Officer and Volunteer Officer to audit and replace items such as first aid kits and team kits, game balls (2 pumped) Strips are in good condition/replaced in team bags and follow up missing items at start/end of season, or as requested.
- Ensure the collection, spelling and error checks prior to sending team sheets to AWFA registrar after each home game before 6pm. (Fines apply).