

# PIRATES SOFTBALL CLUB WA INC

## JOB DESCRIPTION FORM

### REGISTRAR

The Registrar is responsible for overseeing maintaining the register of members for the Pirates Softball Club WA Inc.

#### **Responsible to :**

The Registrar is directly responsible to the President and the members of Pirates Softball Club WA Inc.

#### **Responsibilities and Duties :**

The Registrar should:

- Maintain the Pirates Softball Club WA Inc membership records and database
- Send out Registration Forms to prospective members
- Send out Registration Forms to existing members no later than 6 weeks before commencement of each season's competitions
- Provide other committee members with a copy of the membership register as required
- Work with the Treasurer to ensure that Registration Forms are processed and membership payments are made
- Present a report to the committee of the current members registered, as and when required
- Register all registered players with Perth Softball League
- Update the Registration Form as and when required
- Collect scorebooks at the end of each season from the respective coaches
- Arrange player statistics (using the scorebooks) to assist with trophy presentations
- Organise a survey of member satisfaction after each season
- Keep a tally of the number of games played by members
- Assist with arranging trophies

#### **Knowledge and Skills Required :**

Ideally a Registrar is someone who:

- Has basic computer skills
- Can communicate effectively
- Is positive and enthusiastic
- Is well organised

#### **Estimated Time Commitment Required :**

The estimated time commitment required as the Registrar of Pirates Softball Club WA Inc is an average of 1 to 2 hours per week. The Registrar is appointed for a maximum term of 15 months.