

REGISTRAR	
Position type:	Voluntary
Reports to:	Mountain Creek Netball Club

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES
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Duties of an Executive

- Manage the affairs and business of the Mountain Creek Netball Club
- Act at all times within the bounds of the Constitution
- Confer on business arising from Management meetings, Special General Meetings, General meetings, QNA Regional Meetings and QNA meetings
- Deal with any other urgent business which might occur at the meetings
- Distribute a Duty Statement to all Committee Members
- Appoint sub-committees when necessary
- The Executive may form a Management Committee. This Management Committee is set for conducting competitions and does not attend the Executive meetings unless required to do so
- Appoint "Appointed Officers" as necessary
- Establish and maintain relationship with Community Partners/sponsors

Annual Duties

- Supervise and liaise with the Recorders and Media Relations Officer (when necessary)
- Chair Fixtures sub-committee and report to Executive Committee Meetings as required
- Chair Grading Committees
- Prepare a report if requested for Executive Committee Meetings
- In conjunction with recorders arrange trophies/awards for end of season
- Organise and attend sign-on's

ADDITIONAL INFORMATION

Qualifications and Education Requirements (if any)

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

Preferred Skills

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association at all times whilst in the assigned role