



Assistant Registrar

General Committee Position

Reports to

Registrar / Executive Committee / General Committee

Special Skills Required

- Well organised
- Well developed communication skills
- Diligent & proactive attitude
- Daily access to Email - Computer literate

Duties

- Assist the Registrar as required and work closely with them on all registration matter for the Club
- Assist with pre-season registrations and club registration day
- Always encourage new members and players to join the club
- Collate data from Team Managers to record number of games played for each footballer
- Provide milestone certificates for distribution by Team Managers
- Assist with club mail outs via use of club database