

# REGISTRAR JOB DESCRIPTION NOCC

## ***Overall role***

The Registrar is the officer responsible for all membership and member service related matters of the NOCC. This person provides leadership and coordination of information and record keeping of club membership.

## ***Responsible To***

The Registrar is directly responsible to the President of NOCC and the members of NOCC.

## ***Responsibilities and Duties***

The Registrar should:

- Maintain club membership records
- Ensure AOCRA individual member registration and any transfers are up to date
- Waiver forms and relevant records for visitors are maintained
- In collaboration with the Treasurer collect any 'casual paddling' fees
- With the Vice President, organise membership drives, including juniors
- Maintain a supply of club uniforms
- Supervise social sub-committee activities
- With the Vice President organise fundraising activities

## ***.Knowledge and Skills Required***

Ideally the Registrar is someone who:

- Is a good communicator and is welcoming of new members
- Understands what is required to gain and maintain club members
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution and rules of the club
- Is an excellent record keeper and is highly organised
- Can organise people, delegate tasks and coordinate social activities
- Can work productively with other club management officers

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

The estimated time commitment required as the Registrar of NOCC is 3-6 hours per week.

The Registrar is appointed for a one year period.