

St Catherine's Committee Position Description

Position Title: REGISTRAR

Main Purpose of the Role:

The role is responsible for registering & maintaining players details in the club database.

Experience and Tasks:

1. Prepare the registration forms
2. Attend QCSA preseason club information meetings
3. Prepare information sheets for inclusion is mail advice to players & parents
4. Enter player details into database from sign on information
5. Compile team lists from registration information & grading nights (under 10's up)
6. Be central point for registration queries from players & parents
7. Prepare & lodge club & team nomination forms with QCSA

Personal Attributes:

1. Experience in data base entry
2. Possess the ability to maintain a strong attention to detail and a commitment to providing the best possible service for club members
3. Sound oral and written communication skills including the ability to liaise effectively with fellow committee members, council representatives club members
4. Possess the ability to manage time effectively, meet deadlines and stay calm and organised.
5. Self motivated with the ability to use initiative to solve problems.
6. Possess a strong work ethic and a positive and flexible approach.