



**NATIONAL CLUB  
ACCREDITATION SCHEME  
Meadow Park Soccer Club  
Position Description – Registrar/Administrator**



**JOB TITLE:**

Registrar / Administrator

**OBJECTIVE:**

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Federation Victoria through the MyFootballClub database system.

**RESPONSIBILITIES:**

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FFV MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by FFV or the club. Ensure other secondary users of MyFootballClub are also suitably trained & qualified.
- Liaise with FFV as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Verify with the Treasurer that the Club Finance System is maintained & updated correctly.
- Implement Privacy Act regarding all membership information.
- Assist the club and FFV to promote and implement the self-registration option via MyFootballClub.

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**MEMBER FEDERATION NAME**  
Member Federation Postal Address  
Member Federation Street Address  
T MF Phone  
F MF Fax  
MF Website  
MF Generic E-Mail



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- Check club email address on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

#### **RELATIONSHIPS:**

- The Registrar/Administrator reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FFV Registration Team, Competitions Department and Finance Team.
- Will be in regular contact with FFV, Council and other external stakeholders.
- Will have a close relationship with team coaches and team managers.

#### **ACCOUNTABILITY:**

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 5 hours per week. This will be increased at the beginning of the season.

#### **ESSENTIAL SKILLS:**

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (FFV membership fees etc).



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