



Tuggeranong Archery Club

Role Description

Registrar

Role Statement

The role of the Registrar is process new membership applications, process memberships that have lapsed, monitor the club membership numbers and maintain the club membership register.

Reports to:

- Committee 1

Desirable Attributes:

- A knowledge of the Archery Australia membership system and/or good computer skills.
- An attention to detail.

Specific duties include but are not limited to:

- Regularly check the membership form in-tray for membership forms to be processed.
- Receiving new membership application and membership renewals.
 - Confirming that the membership application/renewal has paid the appropriate membership fee.
 - Updating the membership details in the Archery Australia membership system.
 - Updating Archers Diary or liaising with the club volunteer responsible for Archers Diary to ensure that any membership changes are also reflected in the Archers Diary system.
- De-activating memberships that have been lapsed for more than one month.
- Providing a membership report to the Committee prior to Committee meetings.
- Updating the club security system in line with membership changes and the issue of security tags.
- Attendance at Committee meetings where required.