**Purpose**

The Registrar acts as the key point of liaison between members and the Management Committee.

**Responsibilities and Duties**

The Registrar should:

* Attend Management Committee meetings of the organisation
* Keep a “Register of Members” in accordance with the rules of the organisation
* Keep a record of all results at events
* Ensure that sufficient records are kept in the Secretary’s office and/or on the computer system provided by the Association to enable determination of trophy winners at the conclusion of each season.
* Keep a record of the organisation’s respective trophies, shields and awards
* Circulate information and entry forms
* Be responsible for organising insurance cover for members
* Represent the organisation in resolving disputes between the organisation and volunteer(s)
* Handle incoming entry forms and membership forms at the beginning of the financial year and before events
* Maintain all membership records, Permits/Transfers/Clearances on the Fox Pulse Sports database
* Maintain a record of officials, including details of their qualifications and accreditation
* Liaise with members throughout the year as necessary
* Be a member of the Fixtures Committee
* Be available for all fixture competitions held by Softball FNQ in the 12 month period, unless prior authorisation to be absent is given by the Executive.

**Knowledge, Skills and Qualities Required**

• Sound communication and negotiation skills

• Positive and enthusiastic approach

• Strong networking skills & the ability to establish & develop key relationships

• Well organised and ability to work independently

• Innovative, creative and can identify potential sources of membership

• Good expertise and experience in dealing with the local media & sponsors

**Estimated Time Commitment Required**

The estimated time commitment required as the Registrar of Softball FNQ is approx. 4 hours per week on average.

**Period of Appointment**

The Registrar is appointed for a period of 1 year by the SFNQ Management Committee.