

REGISTRAR

Responsible to: Executive & Management Committees

RESPONSIBILITIES AND DUTIES

- Maintain membership data entry into SurfGuard and ensure records are current
- Attend Club registration days to assist new and returning members
- Liaise with the Secretary and Treasurer in relation to membership data for the annual report
- Provide timely reports to Executive Committee on member services programs as required
- Other duties may be assigned

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration