



Success Netball Association (Inc)

Position Title	Administrator/Registrar
Reporting To	SNA Board
Officer Hours	Part Time approximately 12 hours per week throughout the year. Maybe be busier during registration period (generally February to April) and Saturdays through the winter season (April/May to August/September), with flexibility to work some evenings throughout the year when required
Appointment	This position operates from AGM to AGM and is appointed through application. This position carries an honorarium of \$8000 (subject to review by the Board)
Location:	Success Sporting Facility, Hammond Road, Success WA 6164

Purpose

The primary purpose of this position is providing the coordinating link between members, the board and outside agencies. The Administrator/Registrar works closely with other key stakeholders and as such sets a high-level quality of volunteer service. The position operates in a manner that works to achieve targets.

Responsibilities and Duties

- Cover all aspects of office work and general administration
- Prepare affiliation details of members and process registrations
- Respond to enquiries
- Attend meetings and take minutes in the absence of the Secretary
- Liaise with all members, Netball WA and other Associations
- Prepare calendar for the season in liaison with the Board and ADO/HC/AUDO
- Help with running competition/fixtures as required
- Issue Single Game Vouchers on game days
- Enter Scores of completed games after completion of matches
- Banking duties, including budget recommendations
- Process payments of incoming invoices
- Assist in producing submissions for government and other entities for grants and sponsorship
- Prepare annual report for AGM
- Attend professional development or training courses as required
- Assist Club registrars with enquiries/training as required

Essential Qualifications

- Current Police Check
- Current Working with Children Check



Essential Experience

- Strong and well developed written and verbal communication skills
- Strong interpersonal skills, including the ability to effectively problem solve and resolve conflict
- Demonstrated ability to work autonomously
- High level computer literacy, including proficiency in the use of Microsoft Office products
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes
- Preparedness to be flexible in respect to work hours with the ability to be in the SNA Office on Saturdays prior to games commencing and after games have completed
- Ability to maintain confidentiality
- Play HQ training essential (training can be provided)

Appointee signature:

Date:

SNA President signature:

Date: