

Wide Bay Regional Swimming Association
MANAGEMENT COMMITTEE MANUAL

Section 2.5 Position Description - Registrar

Written : 2005
Last Revised : July 2013

Position Overview :

- Reports to the Management Committee and ultimately the President,
- Ensure all membership records of the Association (including swimmer / parent membership and swimmer's times) are accurately maintained,
- Should be full conversant with the Association's Constitution, policies and procedures.

Primary Duties :

- Follow the directions and requests of the President and Management Committee, acting in a timely fashion,
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate,
- Confer with the President and / or Management Committee members on any matter relating to the membership basis of the Association,
- Liaise with Swimming Queensland regarding club affiliation with the region and swimmer membership, as required,
- Utilising collated data, assist in the selection of WB relay teams and WB squads, based on selection criteria outlined by WBRSA & SQ,
- Co-operate with members and foster good relations to benefit members.