

# Position Description

<b>Position Title</b>	Registrar/Tier Director of KWSC	<b>Date:</b>	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

## Position Purpose

The Registrar/Tier Director shall be responsible for overseeing the entire registration process of the club.

In liaising with the Treasurer, the Registrar/Tire Director shall coordinate and communicate the dates and times in which the registration process will be held to the Communications Officer. They shall compile and maintain a list of all members and teams requesting registration in the respective season and communicate the number of teams requesting registration to the Board of Directors.

The Registrar/Tier Director shall ensure that all players have been registered in accordance with the OSA District rules including all applicable fees have been remitted to the appropriate agencies.

The Registrar/Tier Director shall oversee and make recommendation to the Board of Directors regarding placement of teams for the respective season and shall distribute a list of new members seeking placement on existing teams.

Attend Meetings of the Board of Directors as required.

## A. Major Accountabilities

### 1. Operational duties

- Responsible for the registration process of all players as per the OSA / District Association rules
- Liaise with the OSA / District Association Administrators regarding status of registration
- Submit electronic records of registration
- Assist Treasurer in collection of registration fees
- Generate Registration Report and present to Board of Directors prior to the commencement of the respective season.
- Maintain spreadsheet of names of player awaiting placement
- Remit names of players seeking placement on existing teams to respective team captains

## Position Description

- Attend Board Meetings
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

### 2. Other Duties

- Compile records of standings and prepare report to assist with team placement
- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend Board of Director's Meetings

## B. Skill

### 1. Education

- N/A

### 2. Licenses, Trades, Certificates, Professional Designation

- N/A

### 3. Experience

- Experience working as volunteer
- Participation on committees
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

### 4. Abilities

- Effective interpersonal skills
- Excellent time management and organizational skills
- Effective communication skills, both written and verbal
- Ability to work well in a team environment

## D. Responsibilities

### 1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

### 2. Administration

- Compile end of season stats and report to Board of Directors

# Position Description

### 3. Contacts

- Membership of KWSC
- Other agencies; OSA, SOSA office, current website provider

### E. Working Conditions

#### 1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

### F. Conditions of Position

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC

Job Description Approved by (Print):		Date	
President Signature:			
Secretary Signature:			