

REGISTRAR/ADMINISTRATOR

Job Description:

The Registrar/Administrator is responsible for promoting and developing membership in the Club by informing the general public of Club Programs, Special Events in respect to Registration and Club Registration Dates; Processes member registration with Skate Canada, Program registrations for the club and collects and confirms payments for registered programs of members.

Duties include:

- ~ In participation with the President/Co-Administrator sets up programs for the following season on our website at season end (registrations to open in summer)
- ~ Use the Skate Canada manual portal to register early July/Aug participants (whose registration was taken prior to Skate Canada membership site opening & whose annual membership was paid for with a place holder (note: competitive athletes must be registered by the end of August)
- ~ Registers participants with Skate Canada for annual membership through Uplifter System once available for remainder of membership registrations
- ~ Reviews registrations for correctness ie correct program, non-subsidy qualifier fees
- ~ Inform treasurer of any changes to invoices or payments as needed
- ~ Inform treasurer of Funded Participants (kids sport, parasport etc)
- ~ Correspond with partnerships such as Kidsport & Parasport for confirmation of qualified funded participants
- ~ Collect Cash/Cheque payments and process to treasurer as set by both parties
- ~ Review accounts for "Good Standing"
- ~ Advertise for program registration with schools & other community organizations in May & end of August (for June & September newsletters) for opening of registration in July/Aug
- ~ Advertise for program assistants with schools (end of August)for September newsletters
- ~ Receives correspondence from our "contact us" page
- ~ Keeps President informed on correspondence
- ~ Post communications as requested on News Column
- ~ E-mail registered members as requested
- ~ Notify Co-Administrator/President of any bad debt/uncollected fees
- ~ Provide monthly report for Executive Meetings & AGM (Annual General Meeting)