



Volunteer Job Description

Position	Onslow Junior Football Club - Membership Officer
Main Purpose of Role	The Membership Officer receives and maintains OJFC membership requests each season and maintains the record of members as defined under the Club Constitution. The Membership Officer also keeps an eye on the overall health of the Club and patterns of enrolment/attendance and reports on them to the EC. For members of the Executive Committee and Operational Committee members to achieve their duties, the Membership Officer also supports them in various ways.
Duties Include	Registrations - Set membership registration period in advance of each football season - Prepare registration related updates for the club's website (to be updated by web admin) - Prepare community advertising for pre season registration - Advertise registration period to members, promote registration in community and online. - Reconcile registration numbers per grade - ensure all registrations are graded correctly. - For those who are not in the expected grade, ensure a dispensation or exemption has been granted (or sought) by the Club Captain. - Monitor wait-lists to ensure it moves (where possible) - Work with the North Wellington AFC club administrator, to ensure footballers representing Onslow North Wellington have been registered to OJFC - Manage the transfer process for players transferring to/from the club Compliance - Keeps record of dispensations approvals/rejections

	- Compile and submit all OJFC team info through to Capital Football for season set up - Before the start of the season, provide accurate player registration metrics to the NZF registration system (Comet) Administration - Administrator of the Club's registration tool (Friendly Manager - FM). - Ensure FM is ready to receive annual registrations (including form changes) and archiving of previous season's data Support for volunteers and events - Answer registration related queries in a prompt manner. These may arise from committee members, potential club members, members of the public, Capital Football, other football clubs - Liaise with Events Sub Committee as required, for example - Creating team lists for all teams for Club Photo Day - Assisting with identification of long service and graduate recipients for Club Prizegiving - Supporting nomination process including confirming, compiling winners, creating/printing/sorting certificates, ribbons, banners Governance and accountability - Reporting of membership/registration numbers and trends to EC. - Maintain the register of members as defined in the Club Constitution and assist the community in membership requests. - Coordinate with the Treasurer to ensure accurate registration records, set fees, refunds and removals, fee adjustments
Skills and Attributes	Strong attention to detail and methodical Well organised with excellent communication skills Trustworthy and able to maintain confidentiality on relevant matters
Committee Role	Executive Committee Operational Committee

Delegated Financial Authority	No
Length of Appointment	12 months (AGM - AGM)