



MAAA Federal Registrar Position Description

Position Overview:

The Registrar role is the lifeblood of the MAAA membership administration. The Registrar reports directly to the MAAA Executive and works closely/collaboratively with the MAAA Executive, MAAA Council, State Bodies, Local Affiliated Clubs and individual members of the MAAA.

The key responsibilities for the MAAA Federal Registrar are to administer and maintain accurate registration and membership details for the MAAA.

The Registrar is the ultimate owner and responsible for the administrative tasks of maintaining member registrations/details in the MAAA registry and associated systems/databases. Day-to-day management of these details may be delegated to the appropriate State Body and/or Club Registrars/responsible persons.

Key Responsibilities:

- 1) Administer and maintain the MAAA Membership Registry and associated systems/databases
- 2) Provide membership related support, induction and instruction/training to the Federal administrators, State and Club Registrars / responsible persons in the use and maintenance of the MAAA Membership Registry and associated systems/databases
- 3) Guide and assist, as required by the State and Club Registrars / responsible persons in the use and maintenance of the MAAA Membership Registry and associated systems/databases
- 4) Administer the creation and distribution of MAAA Membership Cards (individually and in bulk via email)
- 5) Respond to enquiries and requests for membership information as required
- 6) Maintain Federal membership types and pricing
- 7) Provide membership analysis and metrics for the MAAA Executive and Council
- 8) Work with developer(s) to improve/repair/maintain current MAAA Membership Registry and associated systems/databases
- 9) Work with developers and project teams to implement a replacement system
- 10) Other duties and responsibilities as may be assigned from time to time.

Using the Financial System (Xero)

- 1) Invoicing the State Body for memberships processed
- 2) Process credits

The Registrar is expected to:

- Act in the best interest of the MAAA at all times
- Undertake the role in good faith and honesty, upholding the confidentiality of members

Ideal Traits:

- Strong written and oral communication skills
- Administrative and organizational skills
- Can maintain confidentiality
- Experience working with MS Office Products
- Understanding of bulk email software (MailChimp)
- Ideally a working understanding of SQL and Database structures

Estimated Hours

Peak	Mid-May to late September	10 – 14 Hours/Week (2 days per week)
Off Peak	October to April	3 - 6 Hours/Week (1/2 day per week)

Remuneration:

An honorarium for this position is set at the annual MAAA Conference.

Application:

This a 12-month position.

Candidates will be appointed at the annual MAAA Conference.