



## **JOB DESCRIPTION – REGISTRAR**

**Responsible to:** Club Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Arrange club registration days
- Work with Publicity Officer and Chief Training Officer to promote club registration days
- Enter registration details into SurfGuard
- Ensure all registration matters in SurfGuard is timely updated as required
- Promote membership drives inside and outside the club

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Administrative skills
- Maintain confidentiality on relevant matters
- Knowledge and useful computer skills