**Position Description**

**Registrar**

# *Position overview*

The Registrar is an administrative officer of Archery New Zealand who plays a key role in ensuring that the pins and badges which record and celebrate the achievements of member’s are managed and distributed in a timely and accurate manner. The Registrar must be at least an Administrative member of Archery New Zealand.

## Responsible to

The Registrar is appointed by, and directly responsible, to the Board of Archery New Zealand.

***Tenure***

2 years (odd years)

## Responsibilities and Duties

The Registrar should:

* Maintain an electronic register of all badges and pins which are in stock
* Ensure all badges and pins (for Archery NZ and World Archery) are correctly claimed and payment is received for these before they are distributed.
* Identify any additional/replacement badges and pins that Archery NZ should have and work with the Board to seek and manage purchase of these
* Submit inventory report on an annual basis or as required to the Board

## Person Profile

Ideally a Registrar is someone who is:

* A great communicator
* Skilled at polite persistence
* Competent in the use of Excel and Word
* Good at working with others remotely to achieve a common goal
* Positive and enthusiastic
* Well organised
* Can maintain confidentiality on relevant matters (the Registrar) will be required to sign an Archery NZ Confidentiality Agreement).

***Key Relationships***

In completing the responsibilities and duties of this role, the Registrar will need to establish and maintain good working relationships with the following:

* Board of Archery New Zealand – in particular the National Secretary
* Jama Awards Registrar – who looks after the badges and pins for JAMA competitors

***Deliverables***

* Submit regular reports to the Board outlining current status of stocks
* Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.

***Time Commitment Required***

The time commitment required as the Registrar varies throughout the year, being most busy immediately following the National events.

***Delegations***

Nil

May 2017