

## Membership Manager Role Description

The role of the Membership Manager is to supervise and be responsible for the proper registration of all players, coaches, and officials within Brunswick Lacrosse . This involves all elements of the registration process, including the conducting of sign-up days and the proper recording of individual details.

### Duties:

- In conjunction with the Committee, plan and manage sign-on days at the commencement of the season.
- Obtain all relevant and necessary particulars of people wishing to play with the club.
- Check that each player has signed up using Lacrosse Victoria's GameDay registration link.
- Prepare a list of players for each age group for distribution to team coaches.
- Assist players to complete transfer forms as required and send old club and Lacrosse Victoria for approval
- Keep the Committee informed of the status of registrations
- Ensure that all relevant documentation issued by Lacrosse Victoria is circulated to players and club officials.
- Work with the Game Day program (Tutorials are available)

### Desirable Attributes:

- have good planning and organisation skills
- communicate with a wide range of people
- have computer / smartphone knowledge