



Position Description – Membership Registrar

The Membership Registrar is a very important role for VERA as it is, quite often, the initial point of contact for prospective members who are seeking information on the sport and how to compete in endurance, intermediate and social rides. With the adoption of a professional and welcoming approach the Membership Registrar is able to give a positive impression of our sport.

The Membership Registrar is appointed by the VERA Inc. State Management Committee (SMC) on an annual basis following the AGM. This role can be held by any current financial member of the Association (full or associate) and does not have to be an elected member of the SMC.

The role is directly responsible to the SMC and all actions must be in accordance with the rules and directives of the AERA and VERA Inc. This role involves AERASPACE accreditation and training as data entry of member details is required.

Skills required:

- Professional approach to administrative tasks
- Time Management
- Friendly, open manner
- Good communication
- Good understanding of MS Office products such as Excel, Word, Outlook, etc.
- Average level of computer skills
- Strong knowledge of endurance riding and the rules governing the sport

Key Responsibilities

- Receive and process Membership Applications
- Assess status of Membership Application and ensure the appropriate membership card is issue
- Maintain Membership List
- Send out New Member packs and Membership cards within 14 days of receipt
- Issuing of Rider Identification bibs dependent on status of Membership Application
- Ordering of Rider Identification bibs
- Entering all Membership Applications in AERASpace
- Updating Membership records when members upgrade rider status
- Maintenance of records of all membership and rider identification bibs processed and payments
- Maintain stock of VERA Inc. membership cards, plastic pockets, new member packs and rider identification bibs
- Banking of monies received in accordance to the VERA Inc. Constitution financial management requirements
- Liaise with VERA Treasurer to assist in reconciliation of membership numbers for submission to AERA



Incorporation No: A0008959W

ABN No: 35048071068

- Prepare Membership Registrar report for submission to VERA SMC meetings within the specified timeframes covering:
 - Last year total memberships
 - Current Year to Date memberships
 - Last Year to Date memberships
 - Issues to be resolved
 - Process improvements that could be implemented
 - Any other comments

There is no remuneration associated with this position. Expenses associated with the direct requirements of the role must first be approved by the SMC and will then be reimbursed. A Confidentiality Agreement must be signed by the successful applicant due to handling personal data.