

# **Southside BMX Club**

## **ROLES AND RESPONSIBILITIES**

### **REGISTRAR**

The Registrar is required to:

- Process and record all new applicants;
- Collect nomination money from Scorers and enter in the receipt book. Give it to the Treasurer asap;
- Answer all membership enquiries;
- Order and manage sale of new number plates, number stickers and transponders as needed;
- Authorise KidSport vouchers and create invoice for payment online;
- Provide Scorers with an updated riders list at the beginning of every round;
- Check current licenses on a weekly basis for suspensions, medical alerts, proof of I.D etc;
- Assist in presenting trophies at the end of each round; and
- Write and present a report at the AGM including rider numbers, number of new members, volunteers etc.