



AGA Membership Registrar

The role of the AGA membership Registrar is to ensure that the information in the AGA membership database and mailing lists is complete, accurate and complies with section 9 of the AGA constitution. Accurate membership data is important as it is the only way the AGA can communicate with its members.

The duties of the Membership Registrar are:

- A. To work with the AGA Treasurer to ensure all people who register & pay through the web Member Registration System, through the postal system or through a bulk club registration have their information recorded in the AGA membership database.

Players or a club official must provide the following information (unless the item is marked optional):

- Name (given, family and preferred name)
- Personal e-mail address
- Postal address (either their home address or if preferred the club address)
- Mobile or home phone number (optional)
- Gender (optional). Note this information may be used to select young players for Australian Representation where that event stipulates a gender qualification
- DOB (required for <16). Note this information is required for 'Associate membership & used to select players for Australian Representation where the event stipulates an age limit.
- Citizenship status (optional). Only Australian citizens are eligible to represent the country, if a person is shortlisted for representation they must prove citizenship.
- Preferred Club (optional).
- Second club (optional).
- Claimed rank (optional). Note. The AGA ranking system will determine a playing rank based on tournament performance, the claimed rank is a starting point.
- Date of registration.
- Current membership status.
- Date of the last reminder (if a member chooses not to renew this is effectively the date of leaving).

- B. Ensure the information provided is of good quality and members are recorded once in the register.
- C. Send a welcome e-mail with membership details and ensure timely communication is sent to all members regarding membership renewal.
- D. Manage the membership renewal process ensuring, in so far as possible, that membership details are provided and payment made in a timely manner
- E. Periodically, update the AGA committee on the status of membership, providing sufficient detail to allow the committee to make informed decisions on future membership policy
- F. Liaise closely with the Treasurer in relation to membership payments.
- G. Submit an annual report on overall membership to the AGM.
- H. Verify group mailing lists reflect changes to the membership.
- I. Review membership matters and advise the committee on membership stratagems.