



NSWERA Governance Manual SMC Position Description - Document No. 7.5.2

Position Title

NSWERA Registrar

Position Purpose

Ensure the orderly management of Endurance Riding and it's various annual competitions, and build on the history of performance data for both Horses and Riders by maintaining concise, up to date database records.

Principle Accountabilities & Performance Indicators.

Membership

Maintain fully detailed membership register and file, updated with new membership applications as they occur.

KPI – Membership completed and register updated within one week of receipt of application.

Horses

Maintain fully detailed Endurance and Novice horse register and file updated with new log book applications, log book updates, and ownership transfers as they occur.

KPI – New or updated Logbook issued and register updated within one week of receipt of application.

Ride Statistics

Maintain fully detailed records of Endurance ride results, updating horse and rider histories, distance and points tallies forwarding relevant data to AERA and other Divisional Registrars.

Update and report relevant EWS as required.

KPI – All data processed, error free, within one week of receipt of ride results.

SMC Support

Provide data reports from the records when requested by the SMC and provide a situational update at the Monthly SMC meeting.

Attend AGM and organize annual trophies & ribbons.



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NSWERA Registrar

Principle Accountabilities - Key Tasks

Membership

- **Maintain an up to date fully detailed membership register and file.**
- **Process Membership applications.**
 - Forward all applications to the SMC for approval. When approved,
 - Issue membership cards.
 - Enter membership details into 2 database systems.
 - Forward Newsletters & Rulebooks to new members.

Horses

- **Maintain an up to date fully detailed horse register and file.**
- **Process all logbook applications with copies to AERA registrar.**
 - New logbooks.
 - Ownership transfers.
 - Logbook upgrades.

Ride Statistics

- **Provide ride Secretaries with ride computers & Stationary folders.**
- **Provide Database help for Ride Secretaries.**
- **Process returned ride data and master sheets and refresh ride computers.**
 - Consult with Secretaries as required, to ensure accuracy of data received.
 - Enter Ride Results into database system.
 - Produce EWS reports.
 - Forward results to AERA & applicable State Registrar's.
 - Keep up to date records of NSW point scores, distances, & Teams events.

SMC Support

- **Provide data reports from the records when requested by the SMC.**
- **Attend Monthly SMC meeting reporting on: -**
 - Membership numbers YTD v Last Year.
 - Submit names of new members for approval.
 - Report Rides conducted with entry numbers.
 - Horse registrations received.
- **Attend AGM and organize annual trophies & ribbons.**