

Job Title: Registrar Reports to: President, Mission Minor Softball	COMPENSATION Volunteer Position (non-elected)
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ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for the registration of MMSA.

REPORTING STRUCTURE

This position reports to the president of MMSA and the executive as directed by vote.

EXAMPLES OF WORK

Listed examples are illustrative and representative of the tasks required of this position and are not intended to be complete or exclusive.

- Responsible for the scheduling, organization and operations of the MMSA registration
- Responsible for attending MMSA executive meetings. This is a voting position of MMSA.
- Receives direction from the President as required.
- Undertakes other duties and activities as mandated by the MMSA executive by vote.

REQUIRED QUALIFICATIONS

- This position is appointed by the MMSA executive by vote or the president in absence of that vote.
- A good understanding of software programs and scheduling an asset.

This position outline is a general guideline and does not represent all encompassing details. The position assumes that the incumbent has both the mental and physical requirements to carry out the above defined duties.