



**judo  
alberta**  
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association  
11759 Groat Road NW  
Edmonton, Alberta, Canada T5M 3K6  
Office: (780) 427-8379  
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[www.judoalberta.com](http://www.judoalberta.com)

## POSITION DESCRIPTION

**POSITION TITLE: REGISTRAR**

### PRIMARY FUNCTION

1. As a member of the Executive, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. To administer all registrations for Judo Alberta.

### GENERAL RESPONSIBILITIES AND DUTIES

1. Attends Executive meetings, usually held from 4 to 5 times a year.
2. Attends Annual General Meeting usually held in October. Present a report on accomplishments for the year for the Registrar's position. Written and signed copy of report is to be given to Secretary to be included in minutes of the meeting.
3. Attends Board of Directors meeting usually held in August, for the purpose of determining the next year's objectives, programs, and budget.
4. Accepts all club, club membership, and Yudansha registrations.
5. Issue receipts for all monies received.
6. Provides Treasurer with distribution breakdown of received monies.
7. Reviews accepted registrations for correct and complete information, and liaise with club contact to correct and inform club of incorrect or missing information or monies.
8. Records all registrations, providing club with current membership list and Yudansha stamps.
9. Accepts Yudansha promotion forms, records promotions, and issues stamped promotion certificates.
10. Compiles all Judo Canada passport applications and forwards same to Judo Canada.
11. Receives Judo Canada passports, records and distributes same to appropriate clubs.
12. Upon request, provides clubs with current club membership list.
13. May provide tournament directors, given suitable time and direction, a membership list.
14. Provides current and projected membership statistics for Board of Directors' meeting.
15. During the summer months, distributes clubs past year's membership list, with intent on providing club insurance costs.
16. During the summer months, prepares and distributes a club registration package for the coming year's registrations.





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#### INTERNAL CONTACTS AND RELATIONSHIPS

1. Member of the Executive Committee, attends Executive meetings and has a vote on Executive motions.
2. Director of Judo Alberta, attends Directors' meeting and has a vote on Directors' motions.
3. This position is elected by the voting members at the Annual General Meeting. The position is for two years. If the executive member resigns before the term is over the Executive Committee may appoint a replacement for the remainder of the term.
4. Provides competitors with current competition points standing upon request.
5. Provides registration details to club contacts or senseis.
6. Provide pertinent and required information to Committee Chairs. May at times provide unsolicited information about registration facts and trends to Committee Chairs.
7. Provides Executive with information on registrations.

#### EXTERNAL CONTACTS AND RELATIONSHIPS

1. Acts as contact person to Judo Canada for all registration, passport, and Mudansha stamps.

#### AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters limited to travel to and from meetings, expenses when attending meeting, stationary, postage, phone calls. All other expenses to be approved before hand.

#### KNOWLEDGE AND QUALIFICATIONS FOR POSITION

1. Knowledge of the sport of Judo.
2. Knowledge of basic rules of order in conducting a meeting.
3. Must be a current member of Judo Alberta.
4. Has a vote on Executive Committee.
5. Must be willing to serve the two year term.
6. Must be willing to travel to meetings around Alberta.
7. Knowledge on how to operate a Personal Computer a significant asset. Must be willing to maintain registrations database on the existing Judo Alberta PC.





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8. Must be organized.

