**Position Description**

**Archery NZ Pins & Badges Registrar**

**Position Overview**

The Pins & Badges Registrar is an Administrative Officer of Archery New Zealand who plays a key role in ensuring that the pins and badges which record and celebrate the achievements of member’s are managed and distributed in a timely and accurate manner.

**Responsible to**

The Pins & Badges Registrar is appointed by, and directly responsible, to the Operations Manager, reporting through administration@archerynz.co.nz.

**Responsibility and Duties**

* Maintain an electronic register of all badges and pins which are in stock.
* Ensure all badges and pins (for Archery NZ and World Archery) are correctly claimed and payment is received for these before they are distributed.
* Ensure claims are correct, and that the claim corresponds with tournament clarification, and that the score sheets are appropriately signed off.
* Identify any additional/replacement badges and pins for Archery NZ.
* Submit inventory report as required to the Administration Manager.
* Submit reports to the Administration Manager as requested.
* Review position description to ensure accuracy and submit possible changes to the Administration Manager.

**Personal Profile**

* Must maintain confidentiality on relevant matters, The Pins & Badges Administrator will be required to sign an Archery NZ Confidentiality Agreement.
* Competent in the use of Excel and Word.
* Well organised.
* Tolerant, good at working with others remotely to achieve a common goal.
* Skilled at polite persistence.

**Key relationships**

In completing the responsibilities and duties of this role, The Pins & Badges Registrar will need to establish and maintain good working relationships with:

* Board of Archery New Zealand – in particular The Administration Manager.
* Youth Awards Registrar – who maintains the pins for the Youth competitors.

**Time Commitment Required**

Time required for this role varies throughout the year. The Summer Season requires more on going work with an average of 10-14hrs per week. The time required over the Winter Season is substantially less, 2hrs per week.

**Delegations**

Nil.