



MEMBERSHIP COORDINATOR

REPORTS TO Committee & Club Secretary

INSERT
YOUR
CLUB LOGO

PURPOSE OF THE ROLE

The Membership Coordinator is to provide coordination of Club membership activities.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Effective communication skills
- Organisational skills
- Positive and enthusiastic

DUTIES AND RESPONSIBILITIES

- Develop and maintain strategies for the ongoing expansion of the membership base of the Club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by Club Committee.
- Liaise with stakeholders to ensure membership fees reflect current opinions of various sections of the Club.
- Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year.
- Ensure that tickets and related membership data are prepared for distribution.
- Ensure Life Members receive their memberships prior to the commencement of the season. Life Member tickets are allocated in ascending order in accordance with the age of each member, i.e., the oldest Life Member has the lowest card number.
- Assist with the collection of membership fees from players and general members.
- Provide details of all members to the Club Secretary to maintain the Club data base of membership.

TIME COMMITMENT 1-3 hours per week or as requested.