



Membership Coordinator

- Reports to Board at monthly Board meeting
- Responsible for creation & implementation of membership program
- First contact for all membership enquiries
- Develop and maintain policies and systems concerning member
 - recruitment
 - training
 - motivation
 - recognition
 - celebration
 - retention
- Promote involvement of members in all aspects of society
- Liaise with Marketing & Promotions Manager
- Attend all member recruitment sessions (auditions)
 - Get contact & other information for all members
- Establish and maintain regular communication with all members
- Establish & maintain current membership records for all members
- Collect membership forms, fees and waivers for all members
 - Liaise with Treasurer – provide full information of payments
 - Liaise with Secretary – provide up to date membership lists
 - Liaise with Webmaster – provide up to date email lists
- Assist with member orientation as required
- Assists members updating their own job descriptions
- Updates own job description with submission to Board for approval
- Creates support team(s) and delegates any task(s) as appropriate