

Job Description - (Membership Team Leader)

Scope

Accountable to the Board of Directors, this person will manage the work required to establish and implement a system for recruiting and registering members on a yearly basis and for keeping accurate membership records (including name, address, telephone number, email address)

Key Responsibilities and Duties

1. Liaise with Club Past President to maintain communication with Board of Directors.
2. Review system for the electronic registering of members. Maintain membership records. Ensure that official records are kept in keeping with the Club Bylaws and the Societies Act.
3. Work with Treasurer to review annual budget for membership operations; monitor expenditures against that budget.
4. Coordinate a team of volunteers to manage Open House: (publicity, greeting visitors, membership enrollment table, liaise with Games and Coaching for trial bowling by visitors, etc.)
5. Coordinate a team to prepare new members' welcome package: (Order Bowler's Handbook from Bowls Canada, order new member cards from Bowls BC, order name badges, connect new members with person assigning lockers)
6. Provide lists of new members Coaching Team Leader.
7. Ensure adequate supply of membership application forms are readily available in the club house for Open House and throughout the bowling season.
8. Provide up to date list of email addresses of members to Board of Directors, to all the Team Leaders, and to persons assigning lockers and FOB's.
9. Provide membership data to President for inclusion in reports (membership, Park Board).
10. Arrange with Treasurer for payment of fees and provide list of members to Bowls BC and V&D.
11. Evaluate efficiency and effectiveness of membership enrollment system.
12. Assist with recruitment and training of a club member to assure future leadership in this position.

Target dates

- Bowls BC and V&D information provided in June and September
- Budget prepared for September

September 2019