

St Andrews Cricket Club

JOB TITLE:

Membership Coordinator

OBJECTIVE:

To provide coordination of Club Membership.

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 General Committee.
- Liaise with Team Captains and Coaches to ensure membership fees reflect current opinions of the club.
- Provide to the committee as soon as possible at the Annual General Meeting with recommendations for all membership types and fees for the ensuing year.
- Provide Memberships packages to all members, including Life Members.
- Ensure Life Members receive their memberships prior to the commencement of the season.
- Assist with the collection of membership fees from players and general members.
- Provide all member's details to the Secretary to maintain the Club data base of membership.
- Follow up with reminder letter to those last year's members who have not renewed their membership.
- Ensure membership records are provided to League/Association as required.
- Implement Privacy Act regarding membership information

RELATIONSHIPS:

Reports to the President, Secretary and General Committee.

Liaises with the President and Secretary.

ACCOUNTABILITY:

- Accountable to the President, Secretary and Treasurer.
- Provide a report on any aspect of Club at appropriate times.

The estimated time commitment required as the Membership Coordinator is up to 1 hour per week. More at the start of the season.