NCCC Membership Manager role description

Title – Membership Manager

Reports to – President/Treasurer

Position Statement - Organise and facilitate Membership promotion and collection

Strategic Relationships – Committee/ selection committee/players/members

Key Working Documents – Club membership packages as endorsed by the Committee.

Job Tasks

- Maintain and actively pursue payment of memberships within the senior area of the club
- Accurately record membership payments and information
- Advise Treasurer of payments and outstanding fees

Equipment and Resources -

Knowledge and Skills required –
- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

Attendance Requirement
- Thursday and Saturdays and other times to enable membership information to be distributed and payments accepted.

Remuneration –

Signed ---------- date ---------- President

Signed ---------- date ----------

The role is a one year appointment as elected at the AGM.