

## Membership Coordinator's Roles and Responsibilities (Officer Position)

The Membership Coordinator is responsible for preparing the Membership Application form, advising members on the deadline for submission of applications, accepts applications and fees, issues Membership Cards, and maintains a list of members.

### Responsibilities:

- \* prepares the Membership Application Form for each year
- \* purchases Membership Cards for each year
- \* prepares a notice to all members to advise of the deadline for membership renewal as determined by the board of Directors
- \* advises members when membership applications and volunteer hours are received
- \* Prepares an introductory package for new members with club information including the By-law and Code of Conduct, volunteer requirements.
- \* provides information to prospective new members about the club in general, and the obligations and participation expected from members
- \* assists new members to become integrated into the club
- \* collects and maintains all records for membership and volunteer hours submitted
- \* prepares, updates, and maintains the list of members with volunteer hours per year
- \* distributes the membership list to the Board of Directors and other Coordinators as and when requested