

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
- collects and maintains the applications submitted
- advises each member that the renewal application has been received and issues a Membership Card
- prepares an introductory package for new members with club information including notice that the By-law and Code of Conduct are available on the Club website
- 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 by whatever means appropriate
- prepares and maintains a list of members
- updates the list as new members are accepted
- distributes the membership list to the Board of Directors and other Coordinators as and when requested
- records the monies received for membership using the Paws4Fun Agility Income Details form and forwards the monies and the form to the Treasurer
- reports on membership figures and updates to the Board of Directors as required with recommendations for improvement