

**Chiton Rocks SLSC** Position Description

**Membership Manager**

This is a Board of Management position and will be responsible for member registrations.

Key Responsibilities:

* Register with SLSSA Surfguard database to manage the
* Oversee the Clubs membership data base
* Register new memberships
* Update existing and renewed memberships
* Check financial status of members
* Check updated membership details of members
* Communicate with the members at the beginning of the summer season to renew memberships
* Assist members with renewals as required
* Liaise with Nipper Coordinator, Club Captain, Vice Captain and Gym Manager to ensure correct membership categories are applied
* Follow up Life Members to encourage annual registration has been completed
* Manage incoming transfer requests and endorsing outgoing transfer requests
* Liaise with the Treasurer to ensure membership payments are correct
* Attend monthly board meetings via Zoom and/or face to face meetings.

Key Attributes:

* Good Communication and interpersonal skills
* Good Computer skills

Approx 4 -6 hours per week summer and approx 1 hour a week during winter.

Assist with other Board members duties in their absence.

All Board of Management positions hold equal responsibility in the governance and compliance of the club.