

JOB DESCRIPTION - MEMBERSHIP DIRECTOR

RESPONSIBILITIES

- Promote Club membership and benefits.
- Conduct Club business between meetings and report such activity back to the Board.
- Work with the Club's database administrator* to maintain membership records and statistics.
- Present membership reports at Board meetings.
- Accept fees for new members and renewals at Club dances and remit to the Treasurer.
- Coordinate membership station at Club dances.
- Be a signatory on the Club's bank account(s).

* *The database administrator may or may not be the Membership Director.*

The following are Membership Director responsibilities that may be handled by an assistant or Membership Records Manager:

- Prepare and send information packets to non-members who request information about the Club.
- Prepare and send membership information packets to new members.
- Prepare and send membership renewal packets to expiring members.
- Send membership cards and membership information to new and renewing members.
- Prepare and present monthly membership reports to the Board.

SPECIAL SKILLS REQUIRED

- Good communication skills.
- Strong organizational skills.
- Willingness to keep current on new member/renewal processes.
- Attention to detail.
- Ability to meet deadlines.

BENEFITS

- Play an active role in setting the direction of the Club.
- Increase awareness of the impact of the organization's decisions on the community.
- Accomplish group goals that exceed the abilities of an individual.
- Work with individuals of diverse backgrounds.
- Expand knowledge of group dynamics and relationships.
- Build relationships with other dancers.

If you want more information about this position please contact a former Membership Director:

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