

ROLE DESCRIPTION - MEMBERSHIP OFFICER

as of 28th February 2016

1. Maintain Scrabble NSW membership database in Excel
2. Report to each meeting total members (renewed and pending renewal)
3. Report to each meeting total new members since last meeting
4. Report total membership loss at renewal (for one meeting only)
5. Report to each meeting total clubs listed
6. Report to each meeting total clubs distributing ATBs for us
7. Report at renewal time total clubs carrying out bulk renewals for us
8. Report to each meeting total members receiving ATB electronically only
9. Report to each meeting total number of non-affiliated members (ZZ)
10. Report total pensioner members having their ATBs posted
11. Monitor and report to meetings postage costs for ATB mailouts split into clubs and individuals
12. Monitor monies received for renewals and report this to each meeting as a total
13. For each tournament being held, advise organiser and President of names of non-member players attracting \$10 levy (or \$5 if League)
14. Despatch new member packages to new members
15. Prepare membership cards as agreed upon and despatch with September ATB
16. Bank monies received for memberships and renewals