

## **POSITION DESCRIPTION**

**POSITION TITLE:** MEMBERSHIP DIRECTOR

**REPORTS TO:** GENERAL MANAGER/COO

**POSITION SUMMARY:** Reports to the General Manager/Membership Director. Membership duties include following the Membership process from inception to completion, processing resignations, and assisting membership in any way requested. Acts as Secretary to club Board of Directors and the General Manager, attending Board meetings, taking minutes for Membership, and any other committees as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates the following stages of new membership: a) prepares and forwards all membership paperwork to prospective member and sponsors; b) ensures new members complete applications; c) completion of all personal, club affiliation, and member references; d) initiates 14 day new membership postings; e) establishes interview schedules with membership committee; f) ensures accuracy of minutes related to membership process; g) tracks escrow closure to confirm timely delivery of new member packets.

When member resigns, assists with dues refund, club fee reimbursements, etc. Works closely with Sales Office and Accounting to ensure accuracy.

Tracks property purchases, trades and sales and publishes monthly membership report.

Transcription and word processing of all Board meeting minutes and Board correspondence.

Updates Club Bylaws as directed by Board of Directors.

Maintains logs of each committees minutes.

Attends Board and Committee meetings and transcribes minutes.

Acts as Notary Public for members.

Backup for any office duties.

### **PREREQUISITES:**

**Education:** High School graduate with post secondary business training preferred.

**Experience:** A minimum of two years experience in administrative services. Must have excellent interpersonal skills and computer knowledge. Must possess or be able to complete Notary Public certification.

**Physical:** Must have ability to control and utilize manual dexterity in coordinated manner for such activities as writing, typing, keyboarding and answering phones. Must be able to lift up to 40 pounds.

**Availability:** Must be willing to work some weekends during season as necessary.