

Position/job title: Membership Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

The Membership Director is primarily accountable for setting and collecting the Membership fees and for outlining the club's safety practices. The membership director acts as a member services resource.

Duties and Areas of Responsibilities

Primary responsibilities of the Membership Director include, but are not limited to the following:

1. Assess cost and fees analysis to suggest appropriate fees for each year (for approval in February).
2. Responsible for ensuring membership understands how and when to pay fees.
3. Manage member information in database.
4. Responsible for membership fee collection.
5. Correspond with members and potential members with regards to club fees, and general club information.
6. Initiate and maintain an Alumni membership/contact list
7. Oversee the Safety Coordinator.
8. Be 'visible' director that is easily approached by members who have questions or concerns regarding their membership status and payment.
9. Take a leadership role on the Board in representing members' interests and in drawing issues of concern to members to the Board for speedy resolution.
10. Assist Learn To Row Graduates in becoming new members.
11. Assist in the hiring of the summer office coordinator.
12. Responsible for presentation of the Lifetime Achievement Award and the Jim Miller Award for volunteer contribution
13. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- Safety sub-committee
- Membership committee

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____