



ROLE OF THE CLUB MEMBERSHIP OFFICER

The Membership Officer is responsible for ensuring all Titans Hockey Club members pay the appropriate fees.

DUTIES OF THE CLUB MEMBERSHIP OFFICER

- Liaise with the Treasurer and team Coaches on outstanding membership fees
- Liaise with the Coaches sub-committee in collecting membership forms and inputting information on the Club's Database
- At the start of each season, ensure all members information are correct
- Provide members who wish to become umpires, coaches, officials or volunteers information on how to do so
- Assist volunteers in keeping their certificates and qualifications up to date
- Develop ways in attracting new members as set out by the Club Constitution
- Work with Committee in promoting the Club
- Ensure confidentiality is maintained
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Representative at pre-season
- Representative at training sessions
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Time management

- Organisation
- Good level of administration