

## MEMBERSHIP DIRECTOR

January 2025

### Responsibilities

The Membership Director is a member of the Management Committee. The Membership Director is responsible for maintaining and recording all necessary membership information for the Club and for the membership application and member induction processes. The recorded lists are to be maintained on Excel.

### Duties

- 1) Maintain a Membership List of all Club members containing first and last names, mailing address, e-mail address, telephone number(s), sponsor, date of joining and any other information thought to be pertinent.
- 2) Report to the Management Committee on all significant changes in membership data and provide updated membership lists as required.
- 3) Coordinate with the Newsletter Director to ensure that all postal and email addresses are current and correct.
- 4) Provide to the Secretary/Archivist a copy of the Membership List monthly and at the club year-end.
- 5) Prepare and update Emergency Contact List – *for use if health emergency arises at a meeting* and distribute to the Management Committee and *all Special Interest group conveners*.
- 6) Receive all new applications for membership, review for completeness, and present to the Management Committee for approval.
- 7) Once approved by Management Committee, all new applicants will be directed to pay initiation/membership fees by etransfer or by cheque to Treasurer. Upon receipt of payment they will be inducted at the next general meeting they attend. Advise the Newsletter Director, Webmaster and Treasurer of new member name, address, e-mail address and phone#. The new member will receive an e-mail from the Webmaster prompting the new member to load a password to access the Members Only section of the website. This will give the new member access to the membership directory, constitution, bylaws and policies.
- 8) At annual fee renewal date notify members by email and newsletter of fee due date and renewal amount. Provide treasurer email address for etransfers or collect renewal fee cheques at a meeting and forward to treasurer. Follow up on non-payments by emailing or calling members by deadline date (first general meeting in February).
- 9) Recommend changes, as required, to the format and content of the application form.
- 10) Maintain an inventory of application forms and other documents online as required for presenting to new and prospective members. Including: Welcome letter; .
- 11) When necessary, develop and manage a membership application waiting list according to Club policy.
- 12) Schedule the induction of new members at the first General Meeting following their

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acceptance and present their Probus pin & name badge.

- 13) Ensure that, at each meeting, members' name badges are available as they arrive and collect these before they leave. Track the use of the name badges to estimate each meeting attendance to flag those members who are consistently missing General Meetings. *Provide that information to the Fellowship Director for follow up if deemed appropriate.*
- 14) Order name badges for new members and maintain an inventory of Probus pins.
- 15) Annually review the Membership Director's job description and present recommended changes to the Management Committee for approval.