

Probus Ski Legends Executive Positions and Responsibilities

Membership and Communications Coordinator:

1. Attracts and retains members by providing Club information and other electronic promotional resources and materials as provided by other Coordinators, to existing and potential new members.
2. Receives, processes, and approves applications. Ensures all new members are properly received and inducted into the Club.
3. Notifies the Communications Coordinator and the Social Media Coordinator of any changes in membership and of changes in phone numbers or email addresses.
4. Coordinates with the Treasurer to collect the annual dues.

Further Details:

Membership applications:

- Revises the Membership Applications form each year and distributes Membership Application form to the Web master/Social Media Coordinator for inclusion on website.
- Receives Membership Applications by email.
- Responds to applicants and advises how to pay by e-transfer.
- Prepares and maintains an Excel Spreadsheet of the Membership as applications and e-transfers are received.
- The Spreadsheet includes:
 - Surname
 - Given Name
 - Email address
 - Cell Phone #
 - ICE (name and phone #)
 - Probus Club affiliation
 - Confirmation of payment
- Payments are electronically deposited and available to the treasurer for audit.
- Provides a current updated email list to:
 - Communications Coordinator
 - Ski Days Coordinator
 - Other Executive members for activities to track attendance, as required.

- Archives Year End Spreadsheet Membership Summaries.
- 1. Prepares regular communications to the general PROBUS Ski Legends Club membership.
- 2. Gathers information on events and activities from other members of the Executive.
- 3. Forwards all communications to the Social Media Coordinator to ensure current information on website and Facebook.

Further Details:

- This role is the primary source of information for the general membership. Once the information is sourced from the other Committee Members and the web site updated, the Communications Coordinator sends out e-mail notifications with reference made, “further details see the web site”, with the web site link provided in the e-mail.
- e-mail - notification of all upcoming Probus Ski Legends activities should be sent out as required.

Revision August 2025. M.R.