



CAMERA CLUB

## **MEMBERSHIP DATABASE LEADER**

### **Reports To**

The Membership Database Team Leader will report to the Director of Membership

### **Job Overview**

The Membership Database Team Leader will work closely with the Membership Team Leader to record data from New Applications and from the Renewal Forms.

### **Responsibilities and Duties**

- Maintaining and updating member information on the Membership database.
- Working with the Database Print Team to print nametags and membership cards.
- Distributing updated membership and volunteer lists (Excel spreadsheets) to various team leaders.
- Working with the Constant Contact communications team to ensure the club email list is up-to-date.
- Co-coordinating with the Treasurer to ensure the proper recording of membership revenue.
- Providing monthly membership statistics reports to the Executive.
- Making recommendations to the Executive on membership policies.

### **Skills Required**

- Organizational skills
- Strong database computer skills
- Problem Solving skills