



CAMERA CLUB

## **MEMBERSHIP TEAM LEADER (REGISTRAR)**

### **Reports To**

The Membership Team Leader will work closely with the Membership Data Team Leader and will report to the Director of Membership.

### **Job Overview**

The Membership Team Leader is instrumental in welcoming members to each meeting. Organization and maintenance of the nametags is an ongoing task that allows all members to greet each other by name. The Membership Team Leader must liaise with the Membership Data Leader. Membership lists are updated regularly and delivered to other Team Leaders to ensure communication with members is seamless. The Membership Team Leader is a wonderful opportunity to get to know all the members in the club.

### **Responsibilities and Duties**

- Arranging to have the nametag boxes available for all meetings and stored at the end of each meeting.
- Greeting members and guests at meetings.
- Responding to email queries from potential new members (from the website) and the public.
- Liaising with the Membership Data Leader and other Team Leaders.
- Processing new memberships (including checking the post office box regularly) and assigning competition initials
- Emailing a welcome letter and necessary attachments to new members.
- Organizing 4 meetings for Renewals in April and May.
- Emailing, over the summer, members who did not renew at meetings.
- Making recommendations to the Executive on Membership issues

### **Skills Required**

- Organizational skills
- Familiarity with Word
- Problem Solving
- Sociable