



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