



CAMERA CLUB

## **DIRECTOR MEMBER SERVICES**

### **Reports To**

The Director of Member Services will report to President of the Mississauga Camera Club

### **Job Overview**

The director of membership services liaisons with the membership team as follows:

- Membership: This team manages the registration and maintains the membership data
- Refreshments: This team purchases and prepares the meeting refreshments
- Workshops: This team leader seeks speakers and topics and arranges the workshop
- Outings: This individual explores venues and organizes events in and around the city
- Special Interest Groups (SIGs): This team leader co-ordinates the SIGs and arranges accommodation requirements.
- Marketing: This individual explores opportunities for the club members to participate in external activities and opportunities to promote the Mississauga Camera Club.

### **Responsibilities and Duties**

- Provide support to the above listed team leaders  
Bring topics of interest or issues raised by the team leaders to the board of directors.
- Communicate relevant information to the team leaders.
- Support the team leaders in filling in where applicable
- Set and recommend membership, refreshment, SIG and workshop rates
- Approve room bookings and the cost of those bookings

### **Skills Required**

- Written and oral communications
- Creativity and strategic thinking
- Organized and detail oriented
- Problem solving skills

The Director of Member Services is by the constitution a two year term with the option of a third year of volunteer service to the Mississauga Camera Club