

## MEMBERSHIP DIRECTOR

Reports to: President, Vice-President, Treasurer

The Membership Director, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. He/she is a highly organized individual that is responsible for maintaining up to date records and profiles of all club members. Previous administrative experience would be an asset. Comfortable operating in an online, web based membership system is preferred.

### Requirements of the Role

- Attends scheduled Executive Committee meetings
- Holds and continually updates data and details of all members
- Provides updates of members not in good standing and progress of those on payment plans and works with the Treasurer in contacting members in order to collect subs
- Is the key contact with Rugby Ontario and Rugby Canada for membership issues
- Assists with recruitment and publicity
- Participates in club fundraising and sponsorship initiatives
- Engage in active mentoring to develop a future replacement for the role

### Benefits of the Role

- Opportunity to work with a diverse range of volunteers
- Opportunity to further develop organizational skills
- Opportunity to help set the future direction of your club