

MEMBERSHIP DIRECTOR JOB DESCRIPTION

Revised May 2026

Primary Duties:

- Responsibility for the renewal of existing members;
- the solicitation and enrollment of new members;
- the recording of those memberships on the club database;
- the recording of the collection of fees in the database
- The recording of and reporting of members who wish to defer or refund a partial amount of their membership fees for illness, injury, or other reasons.
- Report to the Board at each meeting as well as present a summary of memberships at the AGM

Breakdown of duties:

In August:

- MB should decide (with BOD input) the fee for each type of membership for the following season.
- Create the online form for members to fill in. Print a paper copy as well for those not doing online membership.
- Review those members who deferred their membership to the current season and inform those members of what will be owing (if still interested in curling).
- Send out information to members on how to register.
- Check at Club to see if anyone has dropped off forms/cheques.

September - October

- Verify members have registered online and that payments have been received.
- Record payments in the member directory
- Enter paper membership forms into electronic database. Record cheques/cash received in database.
- Track partial payments from members who do not pay in full.
- Follow up with members from previous season of Learn to Curl and Try Curling Now clinics to see if they wish to become members.

On-going

- Verify all members have paid in full by the second term.
- Record payments on a weekly basis.
- Inform members if they have over-paid or not paid enough
- Work with the Games Director to oversee clinics and payments for clinics.
- Host any open houses and Try Curling Now sessions.
- Track members who do not return to curling to see what can be improved on.

