



Membership Director

Role Purpose

The Membership Director will coordinate the management of all Membership related activities.

Profile Responsibilities

Responsibilities	Best Practice	Measures
New member induction	New member integration checklist for each new member, including Night Eagles	• Renewal at year 2
Maintain membership database	Comprehensive database tool that ensures current and fully enriched member details, including skill sets to contribute to the Club	• Accurate and easily accessible granular member information • Accurate member & game history
To recruit volunteer members to assist in the maintenance of the database	Minimum of 2 full trained people competent in maintaining the database	• Redundancy in place
Recognition of Membership Milestones	Database triggered alerts	• All Member milestones widely recognised
Manage Uniforms	Easy access and ordering for members	• Fast order to delivery turnaround
Manage Membership Renewals	Automated database workflow with integrated finance tools	• Renewal completion rate

Skills and Attributes

- Analytical
- Computer literacy
- Database literacy
- Good communicator
- Good problem solver
- High level of organisation
- Lateral thinker

Lockleys Bowling Club

By-Law 4 – Membership

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Membership Committee.

The committee co-ordinator

- Manages and organises meetings
- Reports to the **Membership Director**

Committee Responsibilities

- Manages and maintains accurate, up to date records of all club members, regardless of membership type, for the purposes of auditing (Bowls SA), communications, assigning volunteers and recognising membership milestones.
- Ensures email contact lists are current and up to date.
- Ensures grievance procedure guidelines are followed.
- Oversees the induction and orientation of new members in conjunction with the marketing and bowls portfolios.
- Ensures that transfer procedures for incoming members, outgoing members, and permit players are processed quickly and efficiently.
- Ensures that club uniform price lists are displayed, and new uniforms are ordered as required and available for members.