

Job description - Membership Officer

This position is to co-ordinate the tasks listed in this description and to enrol club members to help fulfil these tasks.

- In partnership with the Club Manager, develop a programme to attract new members
 - Open days for new bowlers
 - Co-ordinate the satellite club and other junior activities
 - Point of contact for those who already bowl who may be interested in joining the club
 - Establish a buddy system to ensure all new members have a contact to help integrate them into club activities.

- Maintain a register of all members (outdoors and indoors)

- Liaising with the treasurer Issue membership invoices and ensure all subscriptions are collected

- Liaise with indoor and outdoor representatives to ensure there are sufficient opportunities for bowlers at all levels.
 - Social bowls
 - Coaching
 - Friendly matches
 - League bowls
 - Competitions
 - Primary point of contact for those members who feel they want additional bowling activities

- Produce Handbook
 - Ensure all relevant parties submit data as required
 - Proof read draft version and publish