

## **POSITION DESCRIPTION**

### **Executive of Memberships**

#### **Executive Role**

Decision making, overseeing and long-term focus level of the committee.

#### **Objectives**

- To provide coordination of the association's membership activities.
- To provide support to the executive committee to ensure the efficient operation of the association.

#### **Responsibilities**

- Develop and maintain strategies for the continual expansion of the Association Playing and Non-Playing member base
- Form a sub-committee to assist with membership sales.
- Liaise with stakeholders to ensure membership fees reflect current opinions of the association.
- Develop a proposal for membership fees and packages for the ensuing season for consideration by association committee.
- Provide to the committee as soon as possible after the completion of each season recommendations for all membership types and fees for the ensuing season.
- Ensure that membership options for all playing and non-playing members are available in a timely manner prior to the commencement of the new season.
- Maintain the Life Member register/program
- Coordinate the collection of membership fees from players and general members.
- Maintain an accurate database of all association members and provide details to the association secretary when required.
- Be familiar with your database that you have in place.

#### **Relationships**

- Reports to and liaises with the president, executive and non-executive committees
- Supports all memberships portfolio positions
- Liaises with the communication manager.
- Liaises with the committee, players and all association members.

#### **Accountability**

- The Executive of Memberships is accountable to the president and the executive committee.
- Provides reports to the committee when requested