

# POSITION DESCRIPTION

## Player Recruitment Coordinator



### Committee Role

General committee level position must have a portfolio and a role.

### Objectives

- To provide coordination of the Associations 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's membership base and manage its ongoing administration.
- Liaise with stakeholders to ensure membership fees reflect current opinions of the members.
- 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 tickets and related membership information is prepared for distribution and sale by a specified date of the current season.
- Ensure life members receive their membership prior to the commencement of the season.
- 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.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president and executive committee.

### Relationships

- Reports to the executive of Memberships.
- Liaises with the Executive Secretary and Finance.
- Liaises with the Communication Coordinator.
- Liaises with the committee, players and all association members.

### Accountability

- The Player Recruitment Coordinator is accountable to the Executive Memberships
- Provide a report on any aspect of the portfolio operations to the committee when requested.
- Seek ratification from the committee prior to committing the association to any financial expenditure or action.