



# Membership Manager

## Position Description

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### Overview

The Membership Manager is responsible for coordinating the club's membership activities.

### Core Responsibilities

- Develop and document a comprehensive program that attracts and retains members.
- Design membership packages including fees and inclusions that cater to the whole club in consultation with executive committee.
- Set membership targets (number of members and revenue generated) in consultation with executive committee.
- Administer membership program and deliver upon membership inclusions (i.e. membership cards, apparel etc.)
- Coordinate the collection of membership fees in coordination with the treasurer.
- Facilitate communication with members regarding club activities in coordination with Media Manager
- Develop a 'members get members' program to grow the membership base.
- Liaise with the Club Database Manager to help maintain and tidy database.
- Liaise with Past Players manager to support Wickas events and activities.

### Additional Responsibilities

- Report on membership activities to Executive Committee via Finance Portfolio Manager.
- Train, mentor and support an incoming Membership Manager.

### Knowledge and Skills Required

- Knowledge of the Club's Strategic and Annual Plans.
- Understand Club budget and targets.
- Sales skills.

### Personal Qualities

- Ability to engage with a wide range of individuals within the club's community.

### Qualifications

- None required.

### Expected Time Requirement

Approximately 50 hours per annum.