

Saltspring Island Sailing Club



JOB DESCRIPTION

Membership Officer

Appointed by: Board of Directors

Term: one year, renewable

Responsible to: Secretary

General responsibilities:

Responsible for facilitating a membership application and follow-up process that ensures well-qualified candidates are selected for membership and, as new members, are fully aware of the obligations and opportunities of membership.

Specific functions:

1. Advise membership applicants and their sponsors as necessary to ensure application forms are fully and correctly completed;
2. Organize interviews for new members, as directed by the Secretary, and facilitate the interviews;
3. Post membership application forms as required by Club Regulations;
4. Assist the Secretary in assembling and distributing new member packages;
5. Organize and facilitate follow-up sessions with new members and their sponsors, within the first year of membership, in cooperation with the Volunteer coordinator; and
6. Other tasks within the above areas of responsibility, in consultation with the Secretary.

Date adopted by the Board of Directors: October 02, 2012

Date of review/revision _____