



## MEMBERSHIP COORDINATOR (JUNIORS AND/OR SENIORS)

### Goal Statement:

The Membership Coordinator (Juniors and/or Seniors) oversees the collection of yearly registration fees of players in conjunction with Club registration policy and to ensure the profitability of the Club.

### Objectives:

- Oversee all Junior and/or Senior membership related matters within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

### Responsibilities:

- Collect payment, record transactions and provide receipts for player registrations collected and forward to the Treasurer on a timely basis
- Follow up player payments that are late or missing
- Review and evaluate Club registration fees to ensure the club is covering relevant on-costs
- Develop and maintain an up to date player registration payment database in collaboration with the relevant team managers and Treasurer
- Uphold and actively promote Club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

### Relationships:

- This position will liaise with, and have regular communication with, team managers, Committee members, general members, parents and players

### Qualifications:

- Working With Children's Check

### Accountability:

- The Membership Coordinator (Juniors and/or Seniors) is accountable to the Club President and General Committee

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_