

Membership & Safety Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

The Membership Director is primarily accountable for setting and collecting the Membership fees and for outlining the club's safety practices. The membership director acts as a member services resource. Ideally, a person dedicated to the Safety portfolio, separate from Membership, is desirable.

Duties and Areas of Responsibilities

Primary responsibilities of the Membership Director include, but are not limited to the following:

1. Assess cost and fees analysis to suggest appropriate fees for each year (for approval in February).
2. Responsible for ensuring membership understands how and when to pay fees.
3. Manage member information in database and liaise with Treasurer concerning membership information.
4. Responsible for membership fee collection via online service.
5. Present list of names of member applications to the Board for approval on a monthly basis through out the season.
6. Ensure members are registered with Rowing Canada Aviron (RCA) and ROWONTARIO (RO)
7. Ensure that competitive information for members is filed with the entries' administrator and with RCA and RO prior to the deadlines for regatta entries.
8. Correspond with members and potential members with regard to club fees, and general club information.
9. Respond to questions and requests for special consideration from members.
10. Liaise with the Head Coach concerning Singles Storage Committee, assist in maintaining rack waiting list and confirm payment and membership.
11. Oversee the Safety Coordinator.
12. Be 'visible' director that is easily approached by members who have questions or concerns regarding their membership status and payment.
13. Take a leadership role on the Board in representing members' interests and in drawing issues of concern of members to the Board for speedy resolution.

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14. Assist Learn To Row Graduates in becoming new members.
15. Assist in the hiring of the summer office coordinator.
16. Responsible for presentation of the Lifetime Achievement Award and the Jim Miller Award for volunteer contribution
17. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- Safety sub-committee
- Membership committee
- Singles Storage Committee (liaison with Head Coach)

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____

Updated: November 2011