

Corryong Football Netball Club Inc.

Human Resource Management – General Committee



Position Title

Membership Officer

Position Description (what the position involves)

Volunteer Permanent Part-time Casual Contract

Responsible To

The Membership Officer is directly responsible to the Executive and General Committee

Key Responsibilities and Duties

- Make sure Club membership/registration forms are ready for distribution to players and supporters.
- Attend some training during preseason, early in season and Saturdays to collect membership/registration forms and payment from players and supports.
- Keep a record of paid footballers and netballers, and distribute this list to Secretary 2 – League Delegate and Vice Presidents (both football and netball).
- Keeps a list of 'Coterie', 'Lucifer' and 'Red Hot Demon' members.
- Hand all membership money/cheques to the Club Treasurer.
- Work closely with Treasurer.

Specialist Skills and Knowledge Required

- Well organised.
- Able to allocate regular time periods to maintain the paperwork.
- Able to keep good records of membership and registrations and other categories within this form.
- Can maintain confidentiality on relevant matters such as payment plans.
- Can communicate effectively and positively with players and members of the Club.
- Work with the Treasurer and Secretary 2 – League Delegate to communicate who has paid.
- Be prepared to adhere to Administrative Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions (early on in the season to collect player membership and registrations.
 - Registration day/night (if applicable)
 - Club functions
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings