

COUNTRY MEADOWS SENIOR MEN'S GOLF CLUB

MEMBERSHIP CHAIR - JOB DESCRIPTION

Organizational Status:

As a member of the Executive Committee, the Membership Chair is an integral part of the team that provides direction, leadership, and structure to the Club. Reports directly to the Club Captain on all aspects of Membership. Works with the Club Treasurer to budget for Membership expenditures each season and collect, record, and bank annual dues received. Works with the Social, and Merchandise Chairs to coordinate the New Member Orientation Luncheon, and Merchandise orders respectively. Also works closely with the Captain, and 1st and 2nd Vice Captains on matters involving discipline.

Job Summary:

Duties and Responsibilities:

- Attends monthly Executive Committee meetings to provide an update on Membership matters, and contribute to the thoughtful and productive decision making of the Executive
- Maintains a spreadsheet of personal and contact information of Active, Associate, and Honorary Members
- Provides background information to Executive Committee to assist with determination of Annual Dues for Active, Associate, and New Members
- Coordinates the start of annual Membership renewal drive and informs Members of the dues submission timetable
- Collects and records Membership dues and forwards to the Club Treasurer, as they are received
- Forwards names of Members, who have not submitted dues by October 31st to Executive Committee, for discussion on Membership status
- Advise Active Members wishing to move to Associate Membership about the requirement to adhere to Bylaw #3
- Advise Associate Members wishing to return to Active their request should be made in writing to the Secretary
- Collects applications for Club Membership throughout the year and maintains a chronological spreadsheet of applicants, known as the "Wait List"
- Contacts all applicants for Membership to acknowledge receipt of their application and provide some background information about the Club and membership
- Following yearly Membership renewal drive, advises Executive of number of vacancies, confirms that Membership for the coming year is to remain at 170 members, and asks for approval to fill the vacancies from the Wait List
- Contacts Membership Applicants from the Wait List in chronological order to fill vacancies

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- Maintains a Buddy List each year and contacts his Buddies to confirm their attendance at various Club Activities
- Advises Applicants unwilling, or unable to join the Club when contacted, they can choose to maintain their position on the Wait List for maximum of (2) years, after which time their name must go to the bottom of the list
- Working the Chair of Merchandise and Rules, organizes the purchase of new Member's Hats, Bag Tags, Towels, etc.
- Working with the Captain, Scheduler, Starter, & Merchandise and Social Chairs, Organizes and coordinates the New Member Orientation and Luncheon each year
- Maintains a copy of signed 1st Year, and Membership renewal forms, which acknowledges each Member's agreement to abide by the Club's Bylaws and Golfing Etiquette
- Keeps track of changes to Member's phone numbers and forwards the information to the Executive member in charge of the annual Membership Manual publication
- In compliance with the Club's Privacy Policy, forwards complete, or abbreviated copies of Membership, and Wait List spreadsheets to Executive Members providing information to each on a "Need-to-Know" basis
- If living in Richmond, the Membership Chair keeps the keys to the Club's Post Office Box and ensures that the box is cleared on a regular basis. No less than twice per month. If living outside of Richmond arranges for another Executive Member to collect PO mail
- Prepare Membership budget and forwards it to the Club Treasurer in a timely manner
- Advise Website Manager when a Member passes away, confirming name, date started with Club, and year of passing
- As Chair of the Disciplinary Committee, works with 1st and 2nd Vice Captains to mediate Bylaw infractions, and incidents of unacceptable Golfing Etiquette. Upon receiving a letter of complaint regarding such matters, Committee members interview those involved, and document each person's recollection of what was said, and/or done. Committee members in consultation with the Captain decide on the course of action, and their decision is conveyed to all parties in writing by the Chair.
- Studies the Club's Policy Manual for general knowledge, paying particular attention to policies that directly impact Membership
- At the end of his term, the Membership Chair provides an updated Job Description along with critical MS Excel Spreadsheet and MS Word documents to Incoming Membership Chair and counsels them on the duties and responsibilities of the position. The outgoing Chair continues to mentor the Incoming Chair until they are comfortable with the role