

POSITION DESCRIPTION

Membership and Club Liaison Manager



Committee Role

General committee level position must have a portfolio and a role.

Objectives

- To provide coordination of the Association's membership activities.
- To provide support to the executive committee to ensure the efficient operation of the club.

Responsibilities

- Manage and promote Association memberships and team entries for the range of competition leagues run by Waverley Tennis
- Liaise with the various competition convenors at each member club
- Provide member clubs with assistance and support to help them enter teams into competitions in a timely way
- Work with the Association competition convenors each season to prioritise and agree any actions for their respective competitions
- Develop and propose club membership and team entry fees for each season for ratification by the Committee of Management
- Liaise with the secretary to ensure all forms and communications reflect any changes in membership and team entry fees
- Liaise with the Treasurer and Secretary to coordinate the invoicing and collection of membership fees from clubs.
- Liaise with the database coordinator to ensure all member clubs are correctly set up in TROLS and flag any changes to key contacts that need to be followed up
- Maintain an accurate database of all Association club members and provide details to the club secretary when required.
- Undertake tasks at the request of the president and executive committee.

Relationships

- Reports to the Secretary
- Liaises with the secretary, treasurer and team entry registrar.
- Liaises with the web-site manager
- Liaises with the Database Coordinator
- Liaises with the Committee of Management and member clubs.

Accountability

- Accountable to the Secretary.
- Provide a report on any aspect of club membership to the committee when requested.
- Seek ratification from the Treasurer prior to committing the club to any financial expenditure or action.