

New Members Officer - Club Job Description

General Responsibilities

- To act as an initial contact and representative of the club for prospective members.
- Send out a sample programme and application form along with the information sheet providing information on joining, fees, etc.
- Compile and maintain records of all prospective enquiries on a month by month basis, passing copies of this information to the Publicity Officer and Membership Officer at each Committee Meeting
- Attend monthly WK-IVC Committee Meetings and report on the current new members situation to enable an assessment of the advertising effectiveness to be made.
- Ensure that each Committee Member has an up to date copy of the Information Sheet that is sent out to each prospective member.