



OFFICER CRICKET Membership Manger Position Description

The Officer Cricket Membership Manager is a general committee role elected by members at the Annual General Meeting. The role is responsible managing membership within Officer Cricket Club (OCC)

OBJECTIVES

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

RESPONSIBILITIES

- Develop and maintain strategies for the continual expansion of the club's membership base and manage its ongoing administration.
- Form a sub-committee to assist with membership sales.
- Liaise with stakeholders to ensure membership fees reflect current opinions of the club.
- Develop a proposal for membership fees and packages for the ensuing season for consideration by the club committee.
- After each season, submit to the committee detailed recommendations regarding all membership categories and associated fees for the upcoming season.
- Ensure that tickets and related membership information are prepared for distribution and sale by a specified date of the current season.
- Ensure life members receive their membership prior to the commencement of the season.
- Coordinate the collection of membership fees from general members.
- Maintain an accurate database of all club members and provide details to the Data Base Coordinator and club secretary when required.
- Be familiar with your database that the club has in place.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president and executive committee.
- Be familiar with the rules, policies, and practices of the OCC

RELATIONSHIPS

- Reports to the Director of Club Operations and liaises with the executive and general committee
- Liaises with the communication manager.
- Liaises with the committee, players, and all club members.

ACCOUNTABILITY

- The membership coordinator is accountable to the Director of Club Operations
- Provide a report on any aspect of the portfolio operations to the committee when requested.
- Seek ratification from the Director of Club Operations prior to committing the club to any financial expenditure or action.
- Seeks ratification from the treasure when required for any cost involved.