

Membership Chair Responsibilities and Duties

Overall

- Process new memberships
- Maintain membership records
- Administers correspondence for annual dues and membership renewals
- Coordinates social functions
- Contribute membership information for the Sequim Picklers newsletter
- Sits on Sequim Pickleball Club Board as a voting member

Specifically

- Add new members information to the Membership Roster, Membership Contacts List, Google email contacts; email Sequim Picklers Welcome Letter to new members.
- Maintain permanent file of membership forms
- Prepare and distribute annual dues payment and membership renewal notices
- Periodically coordinate member social functions.
- Attend Board of Director meetings and participate in Club discussions and problem solving.

Specific Duties as Follows:

- New member's membership forms are first handled by the Club treasurer for payment, then forwarded to the Membership Chair. Once membership information is received, add the new member's name, phone number, address, email address, emergency contact information, medical conditions, date they joined the club, and when dues were paid to the Membership Master Roster in Google Docs. Update this list when member information changes such as a new phone number, address, etc. Delete members from this list when they terminate their membership.
- Add new member's name, phone number, and email address to the Member's Contact List in Google Docs. Update this list when member information changes such as a new phone number, email address, etc. Delete members from this list when they terminate their membership.
- Add new members to the Sequim Pickler's email list including their name, address, phone number and email address. This should be done as soon as possible so that new members begin to receive important announcements from the Club. Update this list when member information changes such as a new phone number, email address, etc. Delete members from this list when they terminate their membership.
- Edit Sequim Picklers New Member Welcome letter as needed.
- Email Sequim Picklers New Member Welcome letter to all new members.
- File membership forms in the master hard copy file after ensuring there is a signature below the liability waiver.
- Prepare and email communications to members for payment of annual dues and membership renewals. This includes an initial request, reminder(s) to pay, a final notice regarding membership termination, and a thank you when dues are received. Coordinate with the Club treasurer to learn who has paid.
- Coordinate social functions for club members every other month or so. New ideas should be coordinated with the Club president. Social functions may include watching pickleball videos sponsored by a local restaurant, potlucks, etc. Write and email announcements about the social functions to members.
- Assist the President of the Club with any community outreach events.
- Welcome new players who show up to the Club to play and strive to help them feel welcome. Explain how to join the Club and hand them a membership and waiver form when possible.
- Meet with and provide membership information to students of organized adult pickleball classes.
- Attend Board of Director meetings. Participate in discussions, problem solving, goal setting. Update Board regarding membership matters.

Qualities Needed

- Organizational skills
- Ability to input data with accuracy
- Ability to prepare written correspondence on behalf of the Club
- Computer technology skills
- Experience with word processing, spreadsheets, and email lists
- Ability to participate with others in a team setting
- Ability to perform without direct supervision