

Probus Club of Applewood



MEMBERSHIP COORDINATOR – JOB DESCRIPTION

Current Membership

- Maintain and update statistical information on current and new members including name, address, and contact information
- Collect annual membership fees which are due and payable by September 30th of each year and maintain a record of member annual dues paid and owing
- Maintain and provide members' name tags for monthly members' meetings and special social events such as Christmas and Valentine luncheons

Name Tags can be ordered from:

Classic Awards Ltd.
4120 Ridgeway Drive Unit 38
Mississauga ON, L5L 5S9
Telephone: 905-828-0803
E-mail: classicawards@bellnet.ca

- Act as an integral part of the welcoming committee for existing members, new members, and guests at all monthly members' meetings
- Maintain a record of the number of members attending the monthly member's meetings
- Member of the Management Committee
- Report on updated membership numbers, names of inductees, future member biographies, and whatever other membership information may be required by the Management Committee
- Prepare annual membership report for the AGM
- Ensure annual membership information is provided to the Club Archivist

New Members

- Actively promote the Applewood Probus Club to prospective new members
- Develop and execute a strategy for recruitment of new members with help from the Management Committee and other knowledgeable members
- Arrange for the induction of new members at the monthly members' meeting
- Arrange for new members to present their biography at the monthly members' meeting
- Ensure the name and interest of each new member is immediately provided to the President, the Activities Coordinator, the Events Coordinator, and the Communications Coordinator
- Ensure each new member has been properly vetted, has indicated their interest and activities, and has been provided with a copy of the Club's constitution and by-laws

Nov 1, 2020