

## ***PROBUS CLUB OF APPLEWOOD***



### ***MEMBERSHIP COORDINATOR - DUTIES and JOB DESCRIPTION***

**Purpose:** Oversees onboarding, membership records, and new member experience. **Key Responsibilities:**

- Track membership numbers
- Welcome new members
- Manage onboarding process
- Maintain membership database
- Coordinate sponsors

**Time Commitment: ~6 hours/month**

- o **Helpful Skills:** Friendliness, organization

#### ***Duties Chronologically***

August - create member's list for use in collecting yearly fees  
- send e-mail to membership reminding them of fees due starting in September

September AGM- start collecting fees

October - November - collect fees - send out e-mails to remind delinquent members

- Provide membership numbers to Treasurer & MC for payment of Probus Canada fees.

February 1 - fees reduce to 1/2 for new members just joining

July/August - fees are not collected from new members

### Monthly Meetings

Prior - arrange for 2 (max) inductees to give Bio's

- notify sponsor

1. put out name tags
2. register guests and their sponsors
3. hand out application forms to guests
4. count number of meeting attendees and record
5. keep membership list and emergency contact information handy in case of emergency
6. give inductee's name tags & pins to chairman (president)
7. make sure photo of inductee, sponsor, & presenter is taken
8. collect name tags

After monthly meeting

Send out "welcome" email to each guest along with application

Send copy to sponsor

On receipt of application

1. make sure appropriate fees are paid
2. enter information on excel membership list
3. email copy of application to newsletter chairman, activities chairman, sponsor, each of his designated activities coordinator's
4. send out "welcome" letter to each new member, copy sponsor
5. order name tags (see below)

**Membership list**

Maintain membership list, keeping all information current and up to date

**Name Tags**

Order new name tags from Classic Awards [classicawards@bellnet.ca](mailto:classicawards@bellnet.ca)  
(Denise)

Pay for name tags and get reimbursement from Treasurer

Pick up name tags when ready at 38-4120 Ridgeway Dr.

For AGM - order Past President, President name tags

**Lapel Pins**

Order lapel pins from Probus Canada - Wendy Machmer

Order past president, president lapel pins for AGM

**Prior to monthly Management meeting**

Send current Membership list to [applepro805@gmail.com](mailto:applepro805@gmail.com)

Send Membership Report to all members of Management Committee

**Promotion**

Be open and vigilant to all new membership opportunities

Prepared by David Litner

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