

Wellington Mountain Bike Club Management Roles

Membership Co-ordinator

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The Membership Co-ordinator is person responsible for receiving and processing Membership and Vehicle Pass applications for the Wellington Mountain Bike Club.

Responsible to

The Membership Co-ordinator can be nominated by any current club member, to be voted in by the Club Executive Committee. The Co-ordinator is responsible to the President and the club members. The Co-ordinator should also work closely with the Treasurer to ensure funds are deposited into the club account.

Responsibilities & Duties

The Co-ordinator should:

- Receive and process membership and vehicle pass application forms.
- Deposit membership funds into the club account.
- Maintain an up to date membership, club contact and vehicle pass list.
- Source membership tags and vehicle passes for the current years memberships. This can be delegated.
- Send tags and vehicle passes out to applicants.

Key Skills Required

Ideally the Co-ordinator is someone who is:

- Well organised.
- Able to keep good records.
- Able to work in a logical orderly manner.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Membership Co-ordinator of the Wellington Mountain Bike Club is 2-3 hours per week around membership

renewal time. 1-2 hours per month for the remainder of the year.

The Co-ordinator is appointed for a 1 year term.