



JOB DESCRIPTION:

Membership Officer

ROLE:

- Assist with the promotion of the club to prospective members.
- To be the main liaison person for new and prospective members to the club as well as assisting current members with membership enquires.

RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- Ensure prospective and new are made welcome at general meetings.
- To be the main liaison person for prospective and new members as per 'New Member Process' Document.
 - Assist and support prospective and new members, keeping track of their progress through the membership application process
 - Collect membership application forms.
 - Discuss likely membership type (full/family membership or associate membership and direct to payment options.
 - Present applications to the committee for approval
 - Once membership approved, make contact with new member
 - Issue welcome pack including rules, constitution
 - Add to database/ mailing list and issue membership number to new member
 - Guide new members through the process gaining access to club website and social media closed groups. (Will get magazines within 2 months of becoming a member)
 - If full membership - Direct them to Safety Officer for advice and vehicle safety checks.
 - Ensure all new members have participated in a training day/weekend within 6 months of joining.
 - Ensure completed membership forms are returned to the secretary for filing.
- Plan training days/weekends with assistance from other committee members and club members with suitable skills and knowledge – Aiming for at least 3 training days/weekends per year
- Maintain membership database/ mailing list (stored in secretary's OneDrive). Liaise with Secretary and Editor to ensure it is up to date by the magazine content cut of date
- Subscription renewal time – ensure the membership details are updated in the database. – Liaise with Secretary on the task.

EQUIPMENT PROVIDED: Nil

Access to membership database (stored in Secretary's OneDrive).

Email Address clroc.membership@gmail.com

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

email: clroc.secretary@gmail.com

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.