



U . A . S . C

University of Auckland Ski Club Inc  
Est. 1966

**Committee Job Description**

*Membership Officer*

**Function:** The Membership Officer keeps the official records of the club's members.

**Responsibilities:**

Orientations

- Liaise with the committee regarding the orientation week membership drives.
- Recruit as many new members as possible!

Membership Forms and Processing

- Collect applications from mailbox, AUSA or from membership stand. Talk with Secretary and/or President regarding mailbox collection.
- Record information from forms as soon as possible onto the membership database.
- Notify new members of their membership status. Send them an email membership card, booking form information and general details about the club. Try and do this as soon as possible after they join.
- Forward the updated database periodically to the bookings officer, President and the webmaster.

Need anything else?? Talk to the AVP if you are unsure of anything.