

MEN'S GOLF CLUB OF LINCOLN HILLS
POSITION DESCRIPTION
MEMBERSHIP DIRECTOR

MEMBERSHIP DIRECTOR'S DUTIES:

1. Maintain roster numerical count indicating date of receipt for renewed and new membership dues. Report this information to the Board prior to each monthly meeting. Update membership instruction for the roster, email list, contact and GHIN handicap program management. Early registration is October 1 each year until December 31 at a special reduced price.
2. Prepare Club application forms and make them available in the Pro Shop.
3. Post signs in the display case as you enter the Pro Shop and on boards in the men's room.
4. Write monthly article about membership for the Linksletter.
5. Attend Board meetings and report on membership, heat count and any other pertinent items.
6. Process new members during the year with pro rated membership fees starting February, April and June. Add renewed and new members to the MGCLH roster.
7. Keep a record of checks received and forward checks to the Treasurer.
8. For new members to NCGA use guidelines for post transferring to MGCLH.
9. Renewed and new members have been processed in our data base and NCGA lists. Send a "New Members Letter" and "Renewed Member Letter" via email.
10. Host an Orientation Meeting in January for new members. Review everything about our Men's Club with Board Members helping to facilitate and answer question.
11. There is a purging process around the end of October for annual applications and dues renewal, syncing our master data base with our NCGA club roster. This is the busiest time of the year as former members renew for the new year as well as new members joining the Club. There are three critical steps: 1. Process applications and create a data base for the new year, verifying that returning members information is current. 2. After the NCGA registration period, all none-renewing members are deleted from our NCGA roster making sure all new members are added to our roster. 3. Delete non-renewing members and add any new members to our Google mailing list, making sure to correct any email changes.

12. Membership Director shall maintain a listing of the names, home address, email address, phone numbers, birth dates and GHIN number in conjunction with the Treasurer. The Membership Director shall notify the Club Handicap Chairman and Tournament Director of all new members. The NCGA handicap card shall serve as the Club membership card.

Prepared by Tom Traxel - September 2019