



## **Membership Director Position Description**

### **Overview**

The Club Membership Director helps to make new members feel welcome and familiar with *Shark Tooth Sports Car Club, Inc.*

### **Responsibilities**

- Greets and welcomes new members at the monthly membership meetings and/or recruits volunteers from the club to greet and welcome new members.
- Introduces new members to the board and to other members who may have common interests (i.e. come from the same Northern area.)
- Introduces new members at the monthly membership meeting.
- Gives new members their e-mail address and an invitation to ask any questions they may have about the club.
- Communicates to new members the club's purpose, history, social events, meeting dates and times, along with addressing any questions or concerns they may have as a new or prospective member of the club.
- Maintains all membership records.
- Provides the mailing and e-mail addresses for any and all members when requested.

### **Skills/Abilities**

- Excellent interpersonal skills
- Strong written and verbal communication skills

- Strong attention to detail
- Solid working knowledge of Microsoft Excel
- Basic email and MS Word skills
- Ability to keep accurate lists and records
- Familiarity with Robert's Rules of Order