

Member Liaison Officer Role

@NZYF



To be the key contact point for club members and prospective new members with the aim of progressing and promoting the values of the Club Membership

Responsibilities

- Respond to potential member & current members enquiries via email, social media and phone contacts.
- Be a first point of contact for members and prospective new members, when attending their first meeting. Friendly and welcoming face for new members.
- Explain process of how to become a club member
- Assist with Activities/events for the recruitment of new members
- Encourage frequent club attendees to become members
- Include and add new members on any Social Media pages held by the Club. Add to any monthly newsletters and/or Club phone to receive updates on Meetings/Activities /Events.
- Act as a point of contact for member feedback
- Have access to the National Database system to download current and expired membership details.
- Provide Membership updates to Monthly Club meetings
- Provide support all other committee members as required