

# **West Point Golf Club Roles & Responsibilities**

## **Membership Director**

### **Process Applications for Membership**

- Receive applications from prospective members and keep in chronological order
- Verify information on application forms
- Communicate with applicants upon receipt of their application form
- Forward their cheques to the Treasurer
- Enter user name and password into eSignup and advise new member on how to sign up for play.  
Inform applicants of their status and communicate as needed
- Provide Wait List players with Club information and procedures

### **Maintain Records**

- Keep up to date membership roster spreadsheets
- Send Board members updates of roster spreadsheet
- Keep up to date members' birthdate spreadsheet
- Keep up to date e-mailing lists, group and individual
- Keep Membership Guide up to date

### **Verify Wait List Players Eligibility**

- Check to see that those on the Wait List are playing
- Recommend Wait List players for membership

### **Other Duties**

- Help distribute Pocket References at start of season
- Prepare bag tags for New Members
- Get Pocket Reference to New Members
- Help out at social events
- Attend Board meetings
- Provide age of participants - in Ab Miles Tankard and Laurie Craddock Vintage Cup competitions – to the coordinators

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