



## **Job Description – Membership and Recruitment Coordinator**

### General

The Membership and Recruitment Coordinator acts as the point of contact for new members to Unit 431. S/he develops new membership and serves the bridge needs of our membership.

### Specific tasks:

1. Serve as the board member responsible for bridge development within Unit 431. In this capacity work with the board developing public awareness of duplicate bridge in Victoria and the Gulf Islands.
2. Based on information received from the ACBL, maintain and update monthly a master Unit 431 membership list. Each month a copy of the updated list is to be forwarded to the Unit Secretary.
3. Use the updated list to prepare the Unit 431 contact directory for distribution to all members annually (at the Spring Sectional).
4. Send a copy of Lifetime Achievement Awards changes (new Life Members), within one week of receipt from the ACBL, to the Unit president so s/he can send congratulatory letter and to Webmaster so s/he can post the news to the Unit 431 website.
5. Arrange name tags for members through Kate at Showcase Awards, 770 Bay Street. Tags are standard, in gold with magnetic backs. Costs covers cost to Unit.
6. Prepare for each AGM: (a) a list of Unit members who have passed away since the last AGM; (b) a membership report summarizing information about new members, resigned members and current total membership along with any other data considered relevant.
7. Serve as the Unit 431 board contact for the mentor game coordinator.
8. Other tasks as assigned by the Unit 431 President from time to time.