



**Job Title: Membership Director**

**Responsible to: President and Board of Directors**

**Qualifications:**

- **Directors general qualifications**
- **Ability to communicate effectively**
- **Ability to be self starting and enlist enthusiasm of membership**
- **Ability to keep accurate records**

**Job Summary:**

- **Keep records of current and past members**
- **Register new members into the club**

**Duties and Responsibilities:**

- **Attend monthly Board meetings**
- **Maintain current and updated membership lists (HSSDC ad Other Club Members)**
- **Attend monthly dance and staff the check-in table**
- **Maintain the cash box ad complete the reconciliation sheet for Treasurer**
- **Notification to dance members regarding renewals**
- **Sign up new members and issue a membership card**
- **Be available to assist and support the Directors of the Board**