



HOPE VALLEY NETBALL CLUB

0420 203 293

Leeds Avenue, Hope Valley SA 5090

MEMBERSHIP OFFICER

The role of the Membership Officer is to facilitate the twice yearly player nominations. This would include the following activities:

- Nominations
 - Co-ordinate the nominations process twice a year (via PLAYHQ)
 - Answer any nomination enquiries
 - Work with Communications Officer to advertise upcoming registrations for new season, grading sessions etc (via Mailchimp and on social media)
 - Contact current players who do not renominate
- Player list management / enquiries
 - Receive new player enquiries
 - Keep current and past player list
 - Maintain waiting list for upcoming season
 - Liaise with Grading Convenor to manage waitlists
 - Work with Grading Convenor and Secretary to finalise team nominations each season

The committee understands that all volunteers have other commitments, whether that is work or family. These duties (including response to emails / calls) can be managed around those commitments.

The time commitment to this role would be on an ad-hoc basis as the activities happen. Other members on the general committee will help with these duties as needed.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,
Keith Waugh
President