



## Job Description

### Membership Coordinator

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**Primary Objective :** To keep record of financial group members & accumulator points

**Responsible to :** committee

**Relationships:** committee, riders

#### **Key Responsibilities:**

- To keep an accurate record of members categories, contact details and financial status available to committee
- Record accumulator points and update committee regularly for reporting to members
- Acknowledge new members as they join and provide advice if requested
- Distribute information to members as requested by area delegate or committee
- Provide membership info to champs event manager for awards
- Collect trophies before champs and AGM for redistribution
- Clean & display trophies in order at AGM for prize giving

#### **Personal Requirements**

- A good working knowledge of excel & google docs
- Good organisational skills