

York Singles Club

*A volunteer-based, not-for-profit, social club
based in York Region, Ontario, Canada, established May 1999*

Membership Director

The Membership Director acts as an ambassador for the Club:

- a) Meets with potential new members; ensures new members are informed of governing documents and that they meet the requirements for membership in the Club; co-signs membership approvals.
- b) Possesses a pleasant and positive attitude; actively promotes the Club and facilitates new memberships.
- c) Possesses good computer skills to maintain an up-to-date membership listing.
- d) Ensures new members are connecting at social events.
- e) Ensures membership forms are kept up to date and available.
- f) Ensures all membership monies are turned over to the treasurer.
- g) Along with one other executive member, agrees to the acceptance of new members; co-signs membership applications.
- h) Maintains a record of how prospective members learned about the Club and reports to executive.
- i) Reports monthly to membership verbally and through general meeting minutes on the membership numbers and new members approved since the previous meeting.
- j) Advises the publicity director of the names and contact information for new members immediately upon acceptance.