



Muir Lake Community League

Job Description - Membership Coordinator

Position Title	MLCL Executive Officer (voting position)
----------------	--

No experience required.

Instructions for Membership Coordinator

- Collects online memberships for Muir Lake Community League;
- Enters honorary and executive memberships yearly;
- Prepares information for board meetings on number of memberships sold and any other information;
- Maintains a master membership online;
- Save a PDF report of membership list yearly on the shared drive;
- Updates the Editor on newsletter information and website changes;
March – Sports registration requires membership to register
August – Playschool requires membership to register
December – Early Renewals and prices updates

Perks for Membership Coordinator (pending approval at AGM)

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding Ham and Turkey BINGOs).
- Connects you with others in the community, make new friends and contacts.