



Responsibilities – Membership Officer

1. Receive digital form and save copies of membership applications to current year's applications folder.
2. Print applications – allocate membership number (record on top right corner of application) and save in leaver arch folder for current year.
3. Confirm that applicant is a qualified diver and sign the application to record conformation.(only necessary for new applicants).
4. If new member save a copy of received digital certification card to the applicant's folder. If sighted visually – write "C-Card sighted" on the application form prior to saving in leaver arch folder for that year.
5. Check the Club account to ensure that the applicant has paid. If paid copy details to the current membership list (excel file i.e. Nautilus Club Financial
6. Members_2015-2016).
7. Print out copy of payment and save in lever arch folder for current year (staple to application) Additionally, save an electronic copy to membership receipts folder.
8. Fill in membership card and save to folder i.e. Nautilus Membership Card 2016-2017.xls.
9. Print card – laminate – and either give to member at club meeting or post if not able to attend. Photograph with smartphone/tablet and send digital copy. Add this info to the Financial members file.
10. Add new member to the newsletter and members list on mailchimp. Send updated copy of membership list to the committee prior to each monthly meeting.
11. Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and
12. report on any relevant information and updates re: membership matters.
13. Attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information re: membership matters.