



Responsibilities – Membership Officer

1. Receive digital form – for renewing members check QB details are correct and for new members create a new QB customer file
2. Maintain an excel spreadsheet to monitor the renewing members, new members and create a list of non renewing members
3. For new members confirm that applicant is a qualified diver and save a copy of their certification card to their QB customer file.
4. Email Committee members advising of new member application. If there is no negative response after 3 days proceed with the application.
5. Check QB to ensure membership fee has been paid into the Club bank account
6. Membership cards are made by Cardzilla. In July of the current year provide a complete list of current Club members to Cardzilla who will produce cards for those members for the forthcoming year.
7. Also ask Cardzilla to produce 20 cards without names for the next year as well. These are to be used once the initial rush of new members is over.
8. For new members – maintain a list of new member names and advise Cardzilla when approx 20 names have been reached as the cards are produced in sheets of 20.
9. Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: membership matters.