**Membership Director Job Description**

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| **General Description:** The Membership Director is accountable for the planning and execution of membership registration. This includes registering coaches and swimmers with Swim Alberta, Swim Canada and other applicable governing bodies. The Membership Director acts as the main club contact for Swim Alberta on all issues related to swimmer and club registration. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** President and Membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Attends tryouts to support coaching staff
* Creates the yearly online registration system used to register swimmers with the club
* Coordinates and manages the preparation and distribution of the registration package
* Registers swimmers and coaches with Swim Alberta, Swim Canada, and any other applicable governing bodies
* Informs the Treasurer and head coach of swimmer’s registration status to ensure that only fully registered swimmers are allowed in the pool and are registered for sanctioned meets
* In coordination with the head coach, maintains accurate records of group assignments for all swimmers throughout the season and in a timely manner keeps the Treasurer informed of all changes
* Initiates and responds to Swim Alberta swimmer transfer requests and liaises with Treasurer to ensure member accounts are fully paid before approving outbound swimmer transfers

**Legal**

* Ensures member information is treated as confidential and registration activities comply with provincial legislation

**Financial**

* Accurately tracks member registration status and generates member registration invoices with Swim Alberta/Swim Canada
* Liaises with the Treasurer on member registration status and member current account status

**Reporting**

* Provides a monthly report to the board of directors at all regular meetings
* Attends MAVS board meetings on a regular basis