



Job Description – Membership and Recruitment Coordinator

General

The Membership and Recruitment Coordinator acts as the point of contact for new ACBL members to Unit 431. Develops new ACBL membership and serves the duplicate bridge needs of our membership through sanctioned clubs.

Specific tasks:

1. Serve as the board member in developing public awareness of existent sanctioned clubs duplicate bridge facilities in Victoria and the Gulf Islands.
2. Based on information received from the ACBL, maintain and update monthly a master Unit 431 membership list.
3. Arrange name tags for ACBL members who request the same.
4. Prepare for each AGM: (a) a list of Unit members who have passed away since the last AGM; (b) a membership report summarizing information about new members, resigned members and current total membership along with any other data considered relevant.
5. Serve as the Unit 431 board contact for the mentor game coordinator and promote duplicate lite through sanctioned clubs.
6. Other tasks appropriate to the role, as assigned by the Unit 431 President from time to time.