



## **Job Description – Membership and Recruitment Coordinator**

### General

The Membership and Recruitment Coordinator seeks to build membership in Unit 431.

### Specific tasks

1. Serves as the board member who gets information about our clubs and events out to the public.
2. Based on monthly reports from the ACBL, maintains data about membership movement.
3. Sends a welcome letter to all new members.
4. Hosts an introductory-level game, Duplicate Light, for social bridge players to learn about duplicate bridge.
5. Maintains a list of venues and schedules of all regular non-sanctioned bridge games in the area as key places to recruit for Duplicate Light.
6. Keeps membership informed about the Unit, its sanctioned games, activities, and tournaments, point races, members' advancements, club developments, through personal interaction and fliers.
7. Orders and distributes name tags for players.
8. Prepares for each AGM a report detailing membership data.
9. Serves as the board liaison with the Unit's mentor game.
10. Other tasks as assigned by the Unit 431 President from time to time.