

CANBERRA CROQUET CLUB

MEMBERSHIP DUTIES

Membership duties are coordinated by the Membership Officer in liaison with the Secretary and Committee. It is expected that some of the items below will be done by one or more people as the need arises.

Guidelines for the Membership Duties

- 1 At the end of the financial year, provide the Treasurer with a current membership list. [Membership Officer]

The Treasurer will circulate subscription notices. [Treasurer]
- 2 One month after the Annual General Meeting the Treasurer will advise the Membership Officer who have not paid their fees. [Treasurer]

The Membership Officer will revise the membership list and contact members who have not renewed. [Membership Officer]

The Membership Officer will provide the Committee with a list of new members during the past 12 months, and those which have left or have not renewed their membership. [Membership Officer]
- 3 Keep the master membership records. [Membership Officer]
 - a. Issue new membership list for Club house (phone, address and email) as required.. [Membership Officer]
 - b. Circulate (via email) to Committee members a revised membership list whenever alterations are made. [Membership Officer]
 - c. Issue revised membership list for members, in association with newsletter, quarterly or half yearly depending upon the number of changes made in the period.
 - d. Register resignations or non-renewals of membership as necessary and pass to the Secretary, Treasurer, Captain and Web Coordinator. [Membership Officer]
 - e. Request the return of keys to Secretary's box when appropriate. If the supply of keys is getting low, ask the Secretary to purchase some more. [Membership Officer]
- 4 For new members processing of applications for membership is as follows:
 - a. The Nominator (the person who proposed the new member) of the applicant will notify the Membership Officer regarding the application. [Nominator]
 - b. Applicants coming through the Introductory coaching course are automatically welcome as members on payment of the fees due.
If the applicant has not come through the coaching programme the application form remains on the notice board for two weeks and must be approved at the next Committee meeting to be accepted.
 - c. The Secretary will be advised of new member applications for inclusion as an agenda item for the next Committee meeting. [Membership Officer]
 - d. The Committee will advise the Membership Officer of the outcome for those not coming through the Introductory coaching course. [Secretary]
 - e. The applicant and Nominator will be notified. [Membership Officer]
 - f. The new member will be informed of the membership fees due (pro rata rates and details of paying by instalments are kept on Noticeboard), payment received and

passed to the Treasurer. The person receiving the membership fees will notify the Membership Officer that the fees have been paid.

- A receipt book is kept in the Treasurer's Box – it is not stamped with the club's name therefore that may have to be written in by hand if required.
 - Payments can be made by cash, cheque or internet bank transfer; but NOT credit card. (Commonwealth Bank, BSB: 062919, Account number: 0090 8494)
 - All payments and key issue are to be noted in the appropriate place *in the official use only* section of the application form.
- g. Arrange for Club name-badge to be prepared (see note below). [Membership Officer]
 - h. Provide welcome letter, club house key and club name-badge to new member. [Membership Officer]
 - i. Prepare playing name-tag and place on peg-board. [Membership Officer]
 - j. Advise newsletter editor for welcome message in next newsletter. [Membership Officer]
 - k. Advise Web Coordinator for inclusion on membership list on web site. [Membership Officer]
 - l. Pass details to the Captain for a determination of handicap, especially in the case of members transferring from other clubs. [Membership Officer]
 - m. Check with the Coaching Coordinator, coach of Introductory course and/or Captain that a mentor has been found for the new member [Membership Officer]
- 5 Liaise with Croquet New South Wales in relation to: [Membership Officer]
- a. *Annual membership.* In June each year, CNSW will request details of the club's affiliated members. They will forward their list and ask that we make any necessary amendments (change of details, names of members who have left etc) and forward with the affiliation fee cheque [Treasurer] by 31 July.
 - b. Another copy will be forwarded in about September for proof reading and any updates for inclusion in the CNSW Yearbook. Obtain handicap details from the Captain.
 - c. *New Members.* When a new person joins the club, complete the CNSW New Members Form (copy attached and on disc) and send by email immediately; then forward a hard copy with the affiliation fee [Treasurer] by mail. This will ensure the member is covered by the sport's public liability insurance. CNSW is very pedantic that the New Members Form is completed as per the instructions so that the information can be transferred direct to their master records.
6. Provide pastoral care to club members (eg. arranging for cards to be signed as appropriate, contacting members who stop attending for a period and advising the Club of significant events relating to members).

Name Badges: Club name-badges are made up by the Canberra Trophy Centre (Molonglo Mall, Fyshwick). Metal decals are kept in the Shop Locker, it is best to take say 10 at a time for the shop to keep. Orders can be made by email and take 3-4 days, but phone (6280 6520) first before collecting to ensure they are ready. The name-badges are paid for on collection so either confirm the price and get a club cheque or put an account into the Treasurer. Club members sometimes need replacement badges; this does not happen very often and the member pays.