

NEWPORT YACHT CLUB STONEY CREEK INC.
DIRECTOR OF Membership

General description:

The Director of Memberships is responsible for the management and attraction of new members as well as the maintenance and administration associated with both new, existing and resigning members. This position requires being available all year to sign up new members.

Specific responsibilities:

1. Respond to emails, phone calls and texts inquiring about slip availability, and email pricing and club info as needed
2. Maintain a log of inquiries for follow up
3. Set up in-person appointments for a tour of Newport, their facilities and available docks
4. Process new member applications when received
5. Email new members with welcome letter, schematic of Newport, and other pertinent information.
6. Assign slips based on length and type of boat/vessel
7. Maintaining a register database of all member information (contact information, boat details, current insurance, gate passes, etc) and ensure accuracy for invoicing purposes
8. Ensure all members fill out Annual Membership Agreement and new members also fill out Boater Environmental Form
9. Receive and track invoices of new members and when paid to arrange pick up of gate passes and new member package.
10. Keep vacant slip excel sheet current and work with On Water Director to accommodate open slip availability for visitors, reciprocals and events
11. Maintenance, assignment and management of entry gate fob system, including ordering of new passes and their activation. Manage invoicing for additional gate passes as needed.
12. Retrieve gate passes from resigning members and maintain active database of resigned members for future needs (including re-instatement)
13. Ordering burgees (flags for the boats)

JOB DESCRIPTION

14. Assign a mentor for new members and keep list current (add new mentors as needed).
15. Email/call/text any members that have not paid prior to March 31 (working from A/R list)
16. Print membership cards as needed (for visiting other clubs and club discounts)
17. Obtain Subcontractor Liability Form and insurance from vendors, and post updated approved vendor list members
18. Manage winter storage of boats (getting forms signed, invoicing, payment of monies owing) and ensuring that no unapproved boats or trailers are being stored in our parking lot
19. Provide a brief on membership matters with respect to newsletters, Board meetings, etc.
20. Manage daily phone calls, emails and texts with questions from existing members.
21. Manage EMR list and coordinate with Secretary-Treasurer for payout of any that are being relinquished
22. Initiating membership disciplinary actions via email (for documentation purposes) and escalating to Board level when deemed necessary