

## **Membership Coordinator's Roles and Responsibilities (Coordinator Position)**

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun.

Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility
- keeping the Roles and Responsibilities document for their Coordinator's position up to date

### **Membership Coordinator:**

- works with the webmaster to ensure that the Membership Application Form and web page for each year is prepared correctly, and updated at the change to mid-season rates
- notifies the members when a new year's membership opens, including advising them of the deadline for membership renewal
- reviews volunteer hours contributed by each member at the start of the membership year to determine the discount on their new year's membership according to the Frequent Volunteer Hour Program
- reviews volunteer hours contributed by each member at the end of the membership year to notify members of the penalty they must pay for missed hours.
- processes membership applications and submits new applications to the Board of Directors for approval
- prepares an introductory package for new members with club information including notice that the By-law and Code of Conduct are available on the Club website
- provides information to prospective new members about the club in general, and the obligations and participation expected from members
- maintains a list of members, updated as new members are accepted
- distributes the membership list to the Board of Directors and other Coordinators as and when requested