



BCTTNS MEMBERSHIP COORDINATOR JOB DESCRIPTION

Membership Coordinator

The BCTTNS Membership Coordinator is a working member of the BCTTNS Board of Directors:

- Attends monthly Board meetings either personally or by Skype.
- Updates Board each month on membership.
- Prepares annual report for AGM held each year at Conference.

The Membership Coordinator is responsible for:

- Preparing and keeping records for all new members and renewing members
- Provides current lists for Board members
- Membership number assignment
- Mailing out new membership and renewal letters along with new membership cards and receipts for payments by cheque, cash, or paypal, and copy of membership benefits
- Sends reminders when time for renewing membership by email or letter for those without email, along with copy of the forms
- Maintains “membership benefits” package and updates as needed
- Records membership information in the appropriate Excel file
- Keeps copy of renewal and new membership forms in the current membership binder
- Files signed Code of Ethics forms with membership records
- Records and updates member records on website
- Emails newsletters from BCTTNS, TTNC and TTNO to members
- Emails any correspondence from the Board to members as required

MEMBERSHIP YEAR: May 1st - April 30th