

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: Membership Manager

#### Purpose:

The Membership Manager is responsible for ensuring all Members (playing & non playing) are financial.

#### Key Responsibilities:

- Communicate with the treasurer & committee to put together membership fees structures for the season.
- Communicate with coaches to ensure players are financial or have made arrangements before they are available for selection.
- Collect Membership Fees from players, then document payments and forward onto Treasurer

#### Reports to:

- The Committee.
- President.

#### Qualifications:

- Can communicate effectively.
- Well organised, pleasant manner, patience, problem-solving ability, dependability.

#### Support:

The Committee will be available for questions and assistance.