



Curling/Membership Director

Report to: President and the Curling Club Board of Directors (Board)

Term: Up to a maximum of three (3) years per term

Requirements: Criminal Record Check
Serving It Right Certificate

Portfolio Responsibilities:

- Liaise with League Representative on behalf of the Club and Board
- Liaise with the Manager to promote, advertise and solicit new members to the Club
- Assist Manager and Head Ice Technician with Annual Club Calendar in scheduling bonspiels, ice maintenance block-outs and League draw times and dates
- Assist Manager with roster of league players and submission of such to Curl BC
- Create and make available to all league representatives draw sheets and playoff schedules if they so need
- Maintain active contact via the Manager, to all members, to advise of Club activities established by Bonspiel/Social Committee as well as all upcoming curling competitions, ice issue and related curling issues should they arise
- Liaise with the Manager re: complaints and compliments brought to your attention through the membership
- Assist the Manager in promoting, advertising and soliciting of new members through public notice, recruitment programs and personal contacts while adhering to budgetary constraints noted in the annual Club budget
- Scrutinize membership lists of previous years in attempt to recover former members who have left the club

General Responsibilities:

- Contribute input re: the decision-making process of the Board of Directors for the overall betterment of the club
- Attend monthly meetings of the Board of Directors and any general or committee meetings when required
- Submit monthly written or verbal report of portfolio prior to the Board of Directors meeting
- Ensures proper financial controls are developed, put in place and practiced within the Club
- Submit annual written report prior to the Annual General Meeting
- Fulfill all duties of his/her directorship to the best of his/her ability
- Be prepared to assist other Directors on adhoc committees if needed