

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

## Membership Officer

### Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

### DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
  - Commodore
  - Vice Commodore
  - 3 x General Board Members
- Board Appointed:
  - Treasurer
  - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

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The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
  - Rear Commodore Training
  - Rear Commodore Sailing
- Board Appointed:
  - General Manager
  - Asset Management Officer
  - Governance Officer
  - Hospitality Officer
  - Publicity Officer
  - **Membership Officer**

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

## Membership Officer

Purpose of the role	Support the General Manager and DSC staff in building membership levels, and membership renewals and act as a liaison between the Board and staff members in collating and reporting on member feedback
Relationships	This position acts as a conduit between the Board, the DSC General Manager and the Volunteer Manager to provide support and guidance with increasing and retaining membership, and to ensure existing members feel valued. This position requires the incumbent to develop and maintain strong and professional working relationships with Board members and key DSC personnel.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> <li>• Provide guidance and support for DSC General Manager in increasing membership, retention and renewals of the DSC</li> <li>• In conjunction with other DSC officers, identify opportunities to increase membership and build support for the Club.</li> <li>• In conjunction with the General Manager, and the Publicity Officer, identify and develop priorities for membership drives and events to support members, and assist with the development and implementation of associated events</li> <li>• Collate and report on data in relation to membership tiers, renewals and enquiries</li> <li>• Ensure high professional standards are developed and maintained</li> </ul>
Reporting	This position is expected to prepare a monthly written report for the Board, in conjunction with the General Manager
Method of appointment	Appointed by the Board for a 2-year term

Preferred skills or requirements	<ul style="list-style-type: none"> <li>• Fluent in the use of membership-driven databases, and experience in member-based organisations</li> </ul>
Key skills/abilities	<ul style="list-style-type: none"> <li>• Strong networking skills and effective communication skills</li> <li>• Strong commitment to continuous improvement and pursuit of innovation</li> <li>• Demonstrated problem solving and analytical skills</li> <li>• Willingness and ability to prepare regular reports</li> <li>• Willingness and ability to report honestly and objectively, and constructively</li> </ul>
Experience and knowledge	<ul style="list-style-type: none"> <li>• Demonstrated experience in collating, preparing and interpreting data and preparation of reports</li> <li>•</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Genuine interest in sailing and the Darwin Sailing Club</li> <li>• Level-headed, compassionate and willing to listen</li> </ul>