



# McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

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690 Point Nepean Road, McCrae, Vic. 3938  
Club House Telephone: (03) 5986 1361

## Membership Services Manager - Position Description

### Overall Roles and Responsibilities

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The Membership Services Manager role provides for the management of memberships.

### Reporting

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This position reports to the General Committee via their role as a Director of the General Committee.

### Responsibilities

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The specific responsibilities of the Membership Services Manager position include:

- Renewal of memberships (receiving & processing)
- Processing new memberships
- Membership database management

### Reports

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The position reports to the Secretary

### Authority to Act

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The General Committee has delegated the following authorities to this position:

- Issue memberships renewals
- Make recommendations to the General Committee for new membership applications to be considered at a General Committee meeting.

### Appointment Process

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Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Yard Master

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors