



Duty Statement – Membership Officer

The Membership Officer is a position appointed by the Committee. The person in the role does not need to be a member of the Committee but will be an ex officio member and will attend Committee Meetings. The role has been established to ensure the nurturing of new members and the coordination of the Tasmanian Bridge Associations' (TBA) membership.

Duties

- Processing of new member applications in accordance with the Procedures for Managing Membership
- Support new members
- Contact members who are not attending to see if we can assist in re activating their participation in bridge
- Contacting unexplained lapsed members to understand why they have left the TBA and facilitating their renewal if possible.
- Maintain supply and currency of membership documentation
 - Welcome booklet
 - Table vouchers
 - Membership forms
- Be an ex officio member of the committee and attend Committee meetings

Desirable Qualities

- Good communications and interpersonal skills and organisational ability
- A good understanding of the game of bridge
- Experience of Committee work and procedures
- Understanding of the TBA membership arrangements
- Computer skills, particularly email and Microsoft Word
- Ability to check membership applications and support new members on a regular basis

Document information

Date originally approved	August 2025
Next review date	October 2026
Responsible person	Secretary