

BOW VALLEY LINE DANCE CLUB

POSITION DESCRIPTION

Position: **MEMBERSHIP CO-ORDINATOR**

Term: One year

Reporting To: President

RESPONSIBILITIES:

- Process class registration for each session.
- Maintain a list of information for each member.
- Update records as required for any changes.
- Process E-transfer payments received on BVLD e-mail.
- Print acknowledgement of E-Transfers and forward to Treasurer.
- Ensure signed waivers are completed for all members each term.
- Maintain signed waivers for insurance purposes.
- Provide information to the Treasurer to assist with bank reconciliation
- Respond to BVLD email account.

Approved: 2018