

DUTY STATEMENT – SCRABBLE NSW MEMBERSHIP OFFICER

as of 13th September 2019

1. Maintain Scrabble NSW membership database in Excel
2. Report to each meeting total members (renewed and pending renewal)
3. Report to each meeting new members since last meeting , specifying name and club
4. Report to each meeting total members receiving ATB electronically only
5. Report to each meeting total number of members not belonging to a club (ZZ)
6. For each tournament being held, advise organiser (copying to President) of names of non-member players attracting \$10 levy (or \$5 if League)
7. Despatch new member packages to new members
8. Bank monies received for memberships and renewals
9. Monitor ScrabbleNSW bank account for renewals and new members
10. Distribute/post ATBs to convenors of clubs requiring more than one hard copy
11. Post ATBs to individuals paying \$10 surcharge
13. Send out renewal notices with June ATB, either via email, included within ATBs or to club convenors carrying out bulk renewals
14. Send out renewal reminder notices with September ATB, either via email or within ATBs