



Membership Administrator Job Description

The Membership Administrator is the first point of contact for membership queries, and is responsible for all membership administration.

SKILLS/QUALITIES REQUIRED:

- 1) Well organised
- 2) Prepared to make a regular time commitment
- 3) Office skills
- 4) Can communicate effectively through e-mail or letters.

MAIN DUTIES:

- Represent the first point of contact for all membership enquiries
- Ensure all club members have current Basketball Scotland membership
- Administer member records and ensure coaches/team managers are in possession of essential member information.
- Ensure all squad registers are kept up to date.
- Liaise with the club treasurer and follow up outstanding fee payments.
- Produce reports to the committee on current membership.