



Toronto Triathlon Club Board Description of Role of Membership Director

Purpose

Facilitate a smooth integration for new members into the club and support a positive experience for existing club members

Term

Two years; elected at the Annual General Meeting

Primary Duties

- Track and report club membership numbers
- Coordinate new member welcome (the exact format of this welcome may evolve and include things like e.g., swag bags, one-month-in email to new members)
- Facilitate an annual mentorship program for members that involves:
 - Matching mentors and mentees
 - Guiding discussions
 - Soliciting program feedback and evolving the program accordingly
- Develop event profiles and member spotlights to highlight and communicate successes along with member and club stories
- Assist with applications for grants to support the club
- Play a key role in the Membership Drive that is held annually for new and returning members
- Contribute to TTC website and e-blast content as appropriate
- Manage and monitor the membership@ email address for TTC and respond to member questions as needed

Time Commitment

10-15 hours per month throughout the year

Additional Expectations

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business



- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events / races per month during race season

Updated July 2019