



## Victoria, BC – Unit 431

### Job Description – Membership and Recruitment Coordinator

#### General

The Membership and Recruitment Coordinator acts as the point of contact for new members to Unit 431.

#### Specific tasks

1. Send copy of Lifetime Achievement Awards changes (new Life Masters) to President (so s/he can send congratulatory e-mail) and to Webmaster (so s/he can post to Unit 431 website) within one week of receipt from ACBL.
2. Based upon information received from ACBL, maintain and update monthly a master Unit 431 membership list. Each month a copy of the updated list is to be forwarded to the Unit Secretary. This list will be used to prepare the Unit 431 contact directory for distribution to all members.
3. Prepare for each Annual General Meeting:
  - (a) a list of Unit members who passed away since last Annual General Meeting;
  - (b) a membership report summarizing information about new members, resigned members and current total membership along with any other data considered relevant.
4. Serve as the Unit 431 board contact for the mentor game coordinator.
5. Serve as the board member responsible for bridge development within Unit 431.

#### Other tasks

As assigned by the Unit 431 President from time to time.