



Job Title: Membership Liaison

Summary

The responsibility of Membership Liaison is to provide and enhance value to NCH's members by **actively engaging with members to ascertain their interests, aspirations and requirements of NCH and ensuring that the reporting to members by the Committee is transparent and responsible**. Membership liaison should act as the point of contact for Club members and share with the Committee any issues that the membership is facing and cultivate a membership culture.

Key tasks

- Organise and attend at least 4 Club membership meetings per year with Club representatives and report to the Committee the outcome of the meetings.
- Propose other initiatives to encourage participation and involvement of Club members as the need arises e.g. e-newsletters, website content.
- Look for opportunities and encourage new memberships
- Support Marketing and Communications with strategies for effective communications with members
- Support Strategy with ideas for new members events
- Respond to enquiries from Members in a timely manner and/or ensure that Club enquiries are directed to the appropriate committee member.

Qualifications / skills

- Fluent in English and working knowledge of French
- Knowledge of netball either as a player, coach or umpire
- Excellent people skills with experience collaborating in a diverse and dynamic team

Time commitment

- Attendance in person or by telephone at at least 6 board meetings per year, the AGA and such other NCH events as may be required to represent the Committee and NCH
- Attendance at at least 3 Club Members meetings a year
- Approximate time required per week : minimum 4 hours (including approximately 2 hours responding to members enquiries)

Key relationships

- Marketing and Communications
 - President
- Netball Club representatives (**list of representatives and contact details on request**)