

## **JOB DESCRIPTION MEMBERSHIP & PLAYER DEVELOPMENT DIRECTOR**

*Updated: February 2020*

### **Promote and Process Membership Growth**

- ❖ Maintain and supply membership application forms
- ❖ Check for membership applications/renewals in pro shop
- ❖ Process New Member Applications
- ❖ Obtain MGC approval/disapproval for new member applications
- ❖ Forward approved new member application to Handicap Chair. & Sect-Treas. for processing
- ❖ Prepare and deliver Roster Book to new member
- ❖ Maintain and communicate current membership roster to MGC BOD
- ❖ Produce annual membership hand book
- ❖ Develop and implement program to transition new members into MGC

### **Attend Monthly Meetings**

- ❖ Provide status update
- ❖ Participate in old/new business discussions
- ❖ Initiate/vote on motions

### **Miscellaneous**

- ❖ Coordinate with Publicity Director in developing and distributing membership literature
- ❖ Lead the Adopt a Hole program for the MGC
- ❖ Coordinate Hole in One plaques for members who get one

## **JOB DESCRIPTION PLAYER DEVELOPMENT DIRECTOR**

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### **Promote Membership Development**

- ❖ Assist pro shop with new player knowledge development
- ❖ Assist pro shop in promotion of junior golf programs

### **Promote Rules of Golf**

- ❖ Coordinate with Tournament Director in fostering players' understanding of the Rules of Golf
- ❖ Educate MGC members about the Rules of Golf to promote fair and equitable competition

### **Coordinate Invitational Tournament Volunteers**

- ❖ Coordinate volunteers with Vice President