

West Seattle Women's Golf Club Membership Chair Duties

Background:

- This is a really fun job. You get to be the “face” of the WSWG to potential new members and you provide a valuable, congenial service to our existing members. The primary job requirement is friendliness.

Duties of the Membership Chair::

- The busiest time for this position is between December-February. This is when our existing members are renewing for the next season. It's your job to remind them to renew and to outline the options for doing so. Reminder emails should be sent every two-three weeks between December and the end of February.
- The renewal process has gotten much easier since we began working with WaGolf. Most of our members seem content to renew through this on-line option. This has eliminated the hassle of getting checks in the mail, transferring them to the Treasurer, etc. WaGolf tells you immediately when someone has renewed, so you can click that button and move forward.
- The membership chair also maintains a club roster. It is important to send this out to members a few times during the course of our season, especially to notify them of new members and to maintain accurate contact information.
- The membership chair is listed on the WaGolf website and is the first point of contact if women are interested in joining. The membership chair is also listed as a point of contact on our WSWG website. Sometimes women join with no questions, but often they have questions about when we play, expectations, etc. Most are concerned that they won't be “good enough” to join. Every time someone has had questions, it has been possible to answer all of those through email – phone conversations have never been necessary, even though they are always offered.
- In answering the “good enough” question, it's important to be friendly and welcoming, but also to indicate that there are expectations about pace of play, etc. If a prospective new member is uncertain, it's a good idea to invite them to play on a Tuesday and see what they think. Most often, the membership chair registers that interested person for a tee time and plays with that individual for her exploratory round.
- In addition, it's good to do a quick check-in with new members to make sure they are comfortable with Sign Up Genius, that their playing time has been enjoyable, and that, overall, they like being a member. This can happen through casual conversations, email, texting – just an ongoing contact and “customer service” to make sure our new members are feeling good about their decision to join.
- Margaret Norton-Arnold, the prior membership chair, has been doing the job for four years. She is happy to sit down with anyone who might be interested and explain all of the duties in further detail. Really, this is a very fun way to be more involved in the club.