



Member Liaison Officer

Role

To be the key contact point for club members and prospective new members with the aim of progressing and promoting the values of the Club.

Responsibilities

- Respond to potential member & current members enquiries via email, social media and phone contacts
- Provide a first point of contact for members and prospective new members
- Liaise with event co-ordinators regarding SBTC attendance and negotiate tent locations, determine the race day contact for the event in relation to logistics, and special member benefits such as tent locations (to be undertaken in conjunction with Race Day Coordinator)
- Update SBTC social media presence including Instagram, Twitter and public facebook page
- Co ordinate with Communications and Information Technology committee members regarding information on the website, social media and email events
- Include new members on the SBTC facebook and SBTC marketplace pages
- Act as a point of contact for member feedback
- Provide support all other committee members as required

Last updated: July 2017