



Membership Officer Role Description

The Membership Officer is responsible for processing new applications and maintaining the membership records of the club on behalf of the Secretary. The nominated officer must be familiar with the Ducati Club Organiser and the CDDC website and is to access both sites at least once a week.

The Membership Officer should:

- Work closely with the Club Treasurer to ensure that the appropriate fees are paid before membership is approved.
- Ensure that only financial members of the CDDC have access to the Desmo Owners Club.
- Report to the Club Executive and published in the monthly newsletter and mentioned at the monthly members meeting.
- Ensure the Ducati Club Organiser (DCO) is kept up to date with accurate information as the CDDC is acting on behalf of Ducati Italy.

The Membership Officer's duties include:

- Accessing the DCO at least once a week to check for New Leads.
- Ensuring that membership applications forms are completed correctly.
- Securely storing the CDDC and Desmo Owners Club application forms.
- Updating the DCO database as required.