***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Welcoming Officer**

**Organisation:**

Karting Club affiliated with Karting Australia, the State Karting Association, and the Club. This Karting Club organises and conducts Kart Racing and Recreational Karting Activities.

**Purpose of Role:**

To provide a warm and welcoming atmosphere for all new members and volunteers, ensuring they have the best start at our club. This role will play a crucial part in the onboarding process of members and ensure they are introduced to the culture, activities, and ethos of the club.

**Responsible to:** President / Volunteer Coordinator

**DESIRED SKILLS**

* Friendly and approachable demeanor.
* Proactive in approaching and engaging with people.
* Strong ability to establish quick rapport.
* Commitment to attending club races, activities, and events.
* Embrace diversity, ensuring every individual is treated with equality and fairness.

**KEY ROLES & RESPONSIBILITIES**

* Uphold and represent the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
* Act as the primary point of contact for new members and volunteers, ensuring they feel welcomed and informed.
* Remember names and provide tailored club information as required.
* Attend key functions such as karting races, registration days, and other events, actively participating in meet and greet activities.
* Provide new members with a concise induction, ensuring they are informed about club procedures, key contacts, and included in club communication channels such as newsletters or social media groups.
* Identify and suggest opportunities for new members to be paired with experienced members or a buddy for guidance.
* Regularly report to the Committee, highlighting any concerns or suggestions.
* Periodically check in with members, ensuring their smooth integration and addressing any needs or concerns they might have.

**End Goal:**

Through this role, we aim to ensure every member and volunteer feels valued, informed, and integral to our club from their very first interaction, promoting a cohesive and inclusive karting community.