

Title: Committee Job Description: Membership Secretary	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Membership Secretary has overall responsibility delegated by the Club Secretary for the maintenance of the Club Membership Records and the administration of membership related tasks.

In the execution of this role, the **Membership Secretary** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct
3. Protect members private information as required by legislation
4. Maintain and keep up to date the Club's Membership Register as required by the Constitution
5. Provide the Public Officer with a backup copy of the Membership Register every month
6. Liaise with potential new members and promote the benefits of joining the Club to them.
7. Receive new member applications. Confirm receipt promptly and process them at least monthly
8. Present to the Committee for decision applications and renewals of Special Associate members, and send formal notice of Committee decision to those applicants
9. Give notice of membership renewal due date in the previous December's club magazine
10. Receive membership fee payments. Use the online payment system to process credit card payments.
11. Keep Treasurer informed of details of other receipts (eg cheques, money orders) banked
12. Advise Committee of Members whose renewals are outstanding
13. Liaise with Merchandise Officer to provide new members with a Club Polo Shirt and the Magazine Editor to provide new members with a copy of the Club Magazine
14. Provide the Webmaster with monthly email address list updates and the Magazine Editor with the latest mailing address lists prior to each magazine mail out.
15. Maintain the confidentiality of Committee business
16. Make recommendations to improve the service to members
17. Be involved in the continuous improvement process
18. Be a team player and make the good of the Club the over-riding priority
19. Listen to Club Members
20. Prepare report for bi monthly club magazine
21. Perform any other duties as may be required.

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Add Public Officer liaison and notice of renewals, remove renewal notices

Committee Member Acceptance:

Date:

Name

Signature