



Probus Club of Holland Park Inc.

MEMBERSHIP OFFICER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with membership retention and growth.

The Officer should:

1. Maintain an up-to-date register of members.
2. Advise the Cub and PSPL of any changes to the Club's Member Listing i.e. new members, resignations. Advise PSPL via the Member Listing Amendment Form.
3. Distribute Probud Membership Cards.
4. Maintain a record of members and visitors at each Club meeting and advise the Secretary. Keep Club membership to 65 active financial members and manage a waiting list for up to 3 male and 3 female potential members. Offer Membership to these individuals if and when vacancies occur. Ensure that Club membership application forms are completed correctly. Present these to the management Committee for approval. (A new member must be nominated by a financial member)
6. Once approved, complete the form, advise the applicant and request payment of fees. No monies should be accepted prior to acceptance of membership.
7. Send a welcoming email to the new member.
8. Advise the President, Secretary and Newsletter Officer of all details pertaining to the new member.
9. Applications should not be issued unless the Club has a vacancy for membership or has set a protocol for a waiting list.
10. Prepare induction kits for new members containing a copy of the Club constitution and an information document for prospective members with information about Probud.
11. Ensure that there is a welcoming program in place for the new member's first few meetings, either with their sponsors or through a "buddy" program. The induction of a new member should be carried out with dignity and a modest ceremony befitting the occasion.
12. When presenting the Membership report at Club meetings, welcome new members, give the number of members present and any apologies received. Announce any new members and officially welcome them to the Club.
13. Present any membership badges once received.
14. Announce member's birthdays and or any wedding anniversaries for that month.