



ROLE DESCRIPTION MEMBERSHIP OFFICER

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 In conjunction with the Secretary, maintain an up-to-date register of member details.
- 2 Receive and respond to all queries regarding Club membership.
- 3 Ensure that membership application forms are completed correctly and forwarded to the Secretary for processing.
- 4 Email induction kits to new members including a 'welcome greeting' copy of the Club's Constitution, Standing Resolutions and Induction Certificate.
- 5 Ensure there is a welcoming program in place for new members for the first few meetings, either with their sponsors or through a 'buddy' system.
- 6 Maintain a waiting list of prospective members and contact them from time to time in relation to the status of their application.
- 7 Co-ordinate the greeting of members and visitors at each meeting (suggested that three members should assist at the sign-in tables).
- 8 Prepare Attendance Sheets, Visitors and Early Leaver sheets for each meeting, ensure attendees sign the relevant form and return all forms to the Secretary at the end of each meeting.
- 9 Receive meeting apologies from members and return the list to the Secretary at the end of each meeting.
- 10 Distribute name badges and Membership cards to new members..
- 11 Distribute lanyards to members as and when required and keep a record of members who have received a lanyard.
- 12 Maintain a record of attendance for monthly meetings so that attendance patterns can be analysed as and when necessary.
- 13 Liaise with the Welfare Officer regarding medical issues and Leave of Absence of Members at monthly meetings. Contact relevant members not attending for at least 50% of monthly meetings.
- 14 Assist when possible with various administrative duties and various setting up of tables/chairs for meetings and activities.