**Position Description Template – Membership Officer**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stopwatch 25%** | **Time:**  [X] hrs per week | **Document** | **Reports To:**  [insert] committee | **Meeting** | **Meeting attendance:**  As required | **Daily calendar** | **Term:**  [insert length of term] |

**Purpose**

The membership officer is responsible for the ongoing growth of member numbers across the different membership classes.

The membership officer will chair the Membership Subcommittee who will be responsible for:

* Members overall experience
* Inducting new members into the club
* Overseeing the coordination of Volunteers for club activities
* Overseeing the communication to club members

**Key Responsibilities**

The Membership Officer and subcommittee should:

* Maintain a register of members, life members and sponsors
* Collate and arrange for the printing of the yearbook
* Coordinate members to fulfil volunteer duties
* Prepare and distribute information to prospective members
* Monitor the engagement of both new and existing members
* Identify Members who at “at risk” and develop strategies for re-engagement
* Engage with other clubs and organisations
* Prepare the newsletter and maintain the clubs social accounts and website
* Coordinate the club’s social events

**Skill, Experience, and attributes**

* can communicate effectively
* is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
* has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* is a supportive leader for all organisations' members.
* Can manage the subcommittee including reporting to the executive committee

**Training Requirements**

The Membership officer will need to undertake training on

* Complete a hand over from the previous Membership officer

**Other Requirements of the role**

* Induction training
* Satisfactory police check
* Relevant state working with children checks or equivalent
* Acknowledgement of the Committee Member Code of Conduct

Any other training required (please describe)

**Benefits to the volunteer**

**[insert]**

**End of term hand over**

At the end of each term, a key activity of the Membership will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the secretary prior to the Annual General Meeting each year.

**Volunteer Signature:**

**Volunteer Name:**

**Date:**