

ROLES & RESPONSIBILITIES

MEMBERSHIP OFFICER

- The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with the membership retention and growth
- Maintain an up-to-date register of members. Circulate an up-to-date list of members at the end of April and November each year to all Committee members
- Maintain a record of members and visitors at each general meeting, a summary of this record to be passed to the Secretary for announcement to those present. This summary to show numbers of attendees; leave of absences; apologies; and no shows. This same information to be circulated to all members of the Committee prior to each Committee meeting
- Maintain a register for those who have the need to leave the meeting early registering their name and their reason for leaving the meeting
- Ensure that membership application forms are filled out correctly. Applications should not be issued unless the Club has a vacancy for membership or has a protocol for a waiting list. No monies should be accepted prior to acceptance of membership
- To facilitate the induction of new members, arrange seating at the front of the hall with easy access to the stage
- To ensure the successful assimilation of new members to the club, the listed interests of the member included in the application form to be forwarded to the relevant activity Convener for follow up. All new members to be introduced to the Welfare Officer at their first General Meeting as a means of assisting in their assimilation

- Monitor the attendance at general Meetings of all members to ensure that their attendance meets the Clubs requirements. Report to the Committee any variance to these requirements
- Attend the monthly Committee Meeting.