



Club Membership Secretary: Role Description

Club Membership Secretary: (Stipend of \$100 pcm)

Manage the Club's largely automated Membership database using the MoST web based digital system.

Regularly monitor MoST system or new joiners. Liaise with Club Treasurer to confirm payment receipt of joiner fee and annual subscription.

Email new members to welcome them to the Club (using standard template)

Prepare and issue welcome packs to include name badges and perennial membership cards to all new members.

Prepare monthly report for each Committee Meeting

Estimated Time Commitment Required

On average, a couple of hours a week.

Ideal Person?

- Enjoys networking with fellow enthusiasts
- Admin skills
- Enjoys using their computer