



Castle Hill & District Probus Club Inc.

ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

MEMBERSHIP OFFICER

The Membership Officer must have email skills and be familiar with Excel spreadsheets.
The Membership Officer must ensure the privacy of members at all times.

DUTIES

- In co-operation with the Treasurer, maintain a Membership Register of names, addresses and such other information the club or PSPL may require as entered on the Membership Application Form. As the Club is incorporated, the Public Officer is also required to keep a register of members.
- When there are vacancies Membership Officer is to notify the Management Committee who will decide on applicants for membership according to the waiting list.
- Membership Officer to offer new membership via email, in accordance with instructions in the membership instruction manual.
- Prepare Membership Packages for new members as per Membership Instruction Manual, for induction into the club by the President.
- There is a certain amount of publicity material from PSPL contained in membership packages, when more is required contact PSPL.
- Original Membership Application Forms are maintained in perpetuity.
- An updated list of members names, address, phone numbers and emergency contact details is maintained and distributed to required Activity Group Leaders, committee members, Newsletter Editor, Communication's Officer and others as required.
- Be available to members for queries and requests for membership.
- Be comfortable with your phone number and email address being shared.
- At General Meetings greet and assist members on arrival and ensure everyone signs in.
- Work closely with the Junior Vice-President to ensure that visitors from other Clubs and prospective new members are introduced to existing members and are welcomed at our meetings
- Prepare Sign-On Sheets and maintain a record of Members, Apologies, Visitors, Early Departures and Late Arrivals at each meeting
- The original Sign-On Sheets are held by the membership officer for the period required by PSPL.
- Prepare a temporary name badge for visitors/possible new members.
- Members may hold their own badges and should be wearing them for all events. Should a member lose their badge a new one may be purchased, at their own expense, by the membership officer.

- People enquiring about membership when the waiting list is full are directed to PSPL to find a local club with vacancies.
- The Membership Officer must update the club list for the PSPL Membership Database monthly which is a requirement of accreditation.
- Print Club Birthday List from website according to instructions on database or instruction manual. These names to be read in conjunction with report at the monthly meeting.
- All records are maintained on club computer in accordance with instructions on said computer or Membership Instruction Manual.
- Keep the club computer between meetings ensuring that it is brought to every general meeting.
- Maintain security code for front doors of the hall, ensuring it is in a clear position for all members to see and gain access to the hall.