



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR MEMBERSHIP SECRETARY

The Membership Secretary is an elected (volunteer) office bearer of ACT Walking for Pleasure Inc. (the Club). The Membership Secretary is directly responsible to the Committee in accordance with the Constitution.

Primary duties and responsibilities:

- Attend General Meetings
- Manage the Membership Database by checking that addresses and other data are entered correctly.
- Follow up any members whose details stay in Pending on the Membership Database for more than 2 weeks; follow up again if necessary after 4 weeks, with a view to deleting details for privacy reasons.
- At the end of July, purge from the Membership database all details of members who have failed to renew for a second successive year.
- Liaise with the Treasurer regarding matching payments with membership applications/renewals.
- Send Membership Report to Committee before each Committee Meeting.
- Prepare and print labels of financial members for each edition of *The Capital Wanderer*.
- For those new members who ask for printed and posted copies, post their initial (current) newsletter. This should involve posting around 10 newsletters per year.
- Respond to all enquiries from prospective, active and expired members coming through the info@, publicity@ or membership@ email addresses.
- Send to all members via Mailchimp *The Capital Wanderer* and the Week by Week programme four times a year. Disseminate other information to members via Mailchimp as required.
- At the start of each year contact Honorary Life Members who are still actively walking with WFP to suggest nominations for HLMS. All nominations for life membership to be considered at the Committee meeting immediately before the AGM.

Knowledge and skills required:

Ideally the Membership Secretary is someone who:

- Can communicate effectively, both orally and in writing, and who has good interpersonal skills
- Is positive and enthusiastic about the Club and its varied activities and who participates on a regular basis
- Is well organized
- Has a competent level of computing skills to provide efficient management of the membership database
- Can integrate and work with the committee for the overall benefit of the Club

Estimated time commitment required:

- Approximately 2 - 4 hours per week during the busy period from May 1 to June 30 when members are renewing.
- Approximately 2 hours to print and deliver mailing labels for *The Capital Wanderer* in February, May, August and November (after liaising with Editor)
- Approximately 2 hours per week for the rest of the year.

The Membership Secretary is elected for a 1-year term by the general membership. He or she may not remain in that role for more than 3 years.

This information is correct as at May 2024.