

# Wellington Tramping & Mountaineering Club

## Role Description



Revised Feb 2016

**Position:** Membership Officer

**Responsible to:** General Committee

**Responsible for:**

1. Ensuring that applications for membership are in proper form and are considered without delay and that newly elected members are notified of their election promptly and in a suitable manner; that they receive copies of the Club's Constitution, and any other material as determined from time to time.
2. Ensuring that all relevant changes to membership status are passed noted from General Committee minutes.
3. Ensuring that all changes of address are noted.
4. Maintaining a register of all Club members showing their financial status and classification of membership.
5. Sending out accounts to all members for annual subscriptions when these are due.
6. Receiving applications for membership with the necessary fees and subscriptions and handing the application on to the General Committee.
7. Preparing a schedule once a year of members whose subscriptions are in arrears for consideration by the General Committee.
8. Obtaining the approval of Committee to any changes in, or additions to, the membership roll.
9. Checking all applications for membership and ensuring that they are in the correct form before consideration by the General Committee.
10. Ensuring that the Newsletter Editor has a list of all new members and their addresses after approval of such at each General Committee meeting.

**Membership of Committees:**

None

**Liaison:**

The Membership Officer shall maintain adequate liaison with:

1. The Newsletter Editor
2. The Treasurer
3. The Secretary

**Financial Authority:**

The Membership Officer has no authority for any expenditure on Club activities without prior authority by the General Committee.