

Terms of reference for Membership Officer

- An management committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> a) Holds full club membership and be current. b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility. c) Ability to work in a procedural manner, with ability to maintain documentation such as the membership register. d) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.
2.	Authority of role	<ul style="list-style-type: none"> e) Owns and maintains the clubs membership register and joining collateral on behalf of the club. f) Authority on interpreting membership rules and allocating membership accordingly. g) Has a vote on all committee decisions when put to the ballot.
3.	Governance of role	<ul style="list-style-type: none"> h) Maintains a MS Excel document titled 'G4OC #1 Membership Register.doc' for the membership, containing Name, address, DOB, phone, email, vehicle, member number, forum name, related members, date joined, renewal date, payment status, membership status. i) Maintains a MS Excel document titled 'G4OC #2 Membership Application.doc' for new membership, and associated form on the forum. j) Deals with the clubs membership requests and processes the membership liaising with other committee members to complete the joining process. Upon completion committee notified of new member. k) Ensures any cheques or cash (to be receipted) from joining fee are deposited in the bank account within 5 working days. Maintains the paypal account and membership form. l) Liaises with: Technical Officer on issuance of vehicle certificate; Internet/CTO on forum access; and Secretary on any other joiner collateral (e.g. Club Handbook) to hand out; Treasurer regarding payment. m) Reports at every committee meeting: new members, members left, total number of members. Submits up-to-date documents to Secretary prior to committee meeting. n) Ensures prior approval from club Treasurer before any financial commitments are made. o) Reports any issues arising for day-to-day matters to an executive committee member as soon as possible, by phone or email. p) Any non-conformance to the Terms of Reference will be assessed by the remaining executive committee members for the proper functioning of the club and taken to the full committee with appropriate recommendation.

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Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member (or potential member) know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

Acceptance of Committee position

Name:

Date:

Signature: