



## **MEMBERSHIP SUB COMMITTEE – POSITION DESCRIPTION**

### **Purpose**

The purpose of the Membership Sub Committee is to build a loyal community.

### **Responsibilities**

Membership Sub Committee members must understand what members value and actively seek opportunities to deliver these benefits. Membership Sub Committee members are expected to manage membership applications, removals, updates and have a comprehensive understanding of the composition of our membership base.

The Primary Responsibilities of Membership Sub Committee members include:

- Developing and implementing strategies to grow membership database.
- Managing and maintaining member database accuracy.
- Reviewing and approving new membership applications every fortnight.
- Moderate and develop Facebook Group community.
- Coordinate and deliver Annual Pass product for individuals and businesses.
- Identify individuals for Member of the Month, present candidates to the board to approve and produce interviews for the Communications Sub Committee.
- Identify individuals, interview and coordinate Alumni in Focus interviews quarterly.
- Reach out to engaged members/prospects and personally invite to events (e.g. by sharing event EDM and social content with personal contacts).
- Coordinate annual event for Annual Pass members.
- Report membership data insights at board meetings.

### **Skills and Experience**

You must possess:

- Data analysis and reporting skills.
- Well-developed personal organisation and time management skills.
- Strong interpersonal skills to work as a team and build relationships within the member community.
- Confident written and oral communication skills.

### **Time Commitment**

All board positions are voluntary and requires approximately 20 hours per month. It is expected that all board members:

- Attend all monthly board meetings and hyp events.
- Meet the minimum requirements of your position (as outlined in the Primary Responsibilities above) and assist with any other duties as required.