

Bushwalkers of Western Australia

Role of Membership Officer

The Membership Officer is a member of the Club's Committee. The officer:

- Maintains, on behalf of the Secretary in accordance with clause 5(j) of the Club's Constitution, the Members' database listing Probationary, Full and Honorary Life members and their names, addresses and contact details.
- Adds to the database new members' names, addresses and contact details, records members' election as Full members and as Honorary Life Members, and updates the details of current members.
- Takes custody, on behalf of the Secretary in accordance with clause 13 of the Constitution, of:
 - Application for Membership forms received from applicants for Full membership of the Club
 - Walk Record forms collected from Walk Leaders
- Sends the New Member's package to New Full members including, in accordance with clause 5(i) of the Constitution, advice of the date of their election as Full Members and advises the Treasurer and IT coordinator of their election.
- Keeps a summary record of attendance on walks for year end statistics and financial audit.
- Provides a membership and walk attendance update at Committee meetings.
- Provides the President, Secretary, Treasurer and IT coordinator with an updated list of Full and Honorary Life Members as required.
- Presents a report at the Club's Annual General Meeting regarding membership and walk attendance during the previous year.
- Keeps an archive of documents collected in relation to the role of Membership Officer.

3rd October 2023