

BUSHWALKERS OF WESTERN AUSTRALIA INC

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
- 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 Committee members 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

1 February 2019