

**POSITION DESCRIPTION – MEMBERSHIPS COORDINATOR**

a: PO Box 8183 Warnbro WA 6169 | e: enquiries@dgawa.com.au | w: www.dgawa.com.au



Reports to: The Board, and the Members of the Association

Term: 1 Year

**General Description**

The Membership Coordinator assists the Secretary in upholding constitutional membership requirements. This person co-ordinates all aspects of association memberships.

**Constitutional Requirements**

The Membership co-ordinator, on behalf of the Secretary must -

- a) comply on behalf of the Association with-
  - (i) section 53 of the Act with respect to the register of members of the Association, as referred to in rule 6;
  - (ii) section 35 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
  - (iii) section 53 of the Act by maintaining a record of -
    - the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 22; and
    - the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

**Specific Responsibilities**

- Attend all committee and general meetings.
- Maintain registers of members' details.
- Ensure new memberships are approved at a committee meeting or through Microsoft Teams.
- Effectively communicate information between the member bodies.
- Collating and processing renewal documents
- Distributing renewal/non-renewal documents
- Collating and processing new membership documents
- Distributing new membership documents and items in conjunction with the Media committee
- Formulating in conjunction with the Media and Events teams, membership drives and specials
- Be the point of contact for all member enquiries.
- Tracking memberships on spreadsheets and liaising with Secretary, Treasurer and Media to ensure lists are always up to date.
- Collating and posting all membership packs

**Relationships**

- Accessible to all Board, Committee, and members.
- Works closely with the Secretary and Treasurer.
- Will liaise with the Media and Events and IT Coordinators on membership matters

DOG GROOMERS ASSOCIATION OF WESTERN AUSTRALIA INC.

**POSITION DESCRIPTION – MEMBERSHIPS COORDINATOR**

**a:** PO Box 8183 Warnbro WA 6169 | **e:** enquiries@dgawa.com.au | **w:** www.dgawa.com.au



**Qualifications**

- Active voting member of the association for a minimum of 12 months.
- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.
- Ability to professionally represent the association.

**Time Commitment**

- Regularly scheduled meetings are quarterly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Office bearer must be prepared to spend approximately 5 hours per week on Association commitments.
- At peak times such as events and membership renewals the required weekly time may increase significantly.
- Further time commitments will be required as determined.