



POSITION DESCRIPTION

POSITION TITLE: Membership Secretary

REPORTS TO: ASHHNA Executive Committee

Aims of the position:

- To ensure that membership of ASHHNA is maintained.
- To maintain an accurate and up to date data base.
- To keep accurate records on all membership details

Purpose of the position:

- To support the Secretary by assisting in the administration of the ASHHNA membership process.

Key Responsibilities:

- **Membership renewal process:**
- Mailing out renewal forms June/July each year.
- Sending out reminder letters in August.
- Entering all information onto ASHHNA computer data base: new addresses, date of payment etc.
- Collating cheques and forwarding them on to the Treasurer.
- Writing and sending out renewal receipt letters to all members.
- **Processing new members:**
- Presenting new members at Executive committee meetings for acceptance
- Entering all new information into ASHHNA data base
- Writing out receipts
- Sending out acceptance letters with:
 - 1) Receipt
 - 2) Acceptance letter
 - 3) List of the Executive Committee Members
 - 4) List of Sub branch contact details
 - 5) Latest copy of ASHHNA newsletter (when available)
- Filing of all membership application forms in 'Membership File'
- Dealing with all membership enquiries.

