



<b>Job Title:</b>	Membership Secretary	<b>Job Category:</b>	Executive Committee
<b>Applications Accepted By: Nomination and voting via RWNZ general membership</b>			
<p><b>The Organisation</b></p> <p>RWNZ is a non-profit, volunteer-run organisation active since September 1990. Our aim is to promote excellence in the genre of romantic fiction by:</p> <ul style="list-style-type: none"> <li>• Providing and facilitating education for our members</li> <li>• Promoting a high quality of writing</li> <li>• Encouraging members to become published authors and establish careers in romance writing</li> <li>• Stimulating mutual support and networking opportunities among members</li> <li>• Advocating a positive and professional image of romance authors and their works</li> </ul> <p>Membership is approximately 250, with an income of \$15,000.</p>			
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>The Membership Secretary is part of RWNZ’s Executive Committee. The role is to manage all aspects of membership, including administration and liaison with members.</p> <p><b>Membership Secretary</b></p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Maintain a membership list.</li> <li>• Respond to queries by people seeking membership.</li> <li>• Register new members and send them membership packs.</li> <li>• Send out membership accounts.</li> <li>• Attend Executive meetings (in person, via phone or the internet).</li> <li>• Send address labels to the newsletter editor.</li> <li>• Fulfil any other obligations designated by the Executive</li> </ul> <hr/> <p><b>Membership Database</b></p> <ul style="list-style-type: none"> <li>• Oversees the maintenance of an accurate membership database</li> <li>• Records receipt of fees</li> <li>• Acknowledges and welcomes new members, and issues with New Member Pack access</li> <li>• Explains privileges and obligations of membership, discusses organisation problems, adjusts complaints, and provides other information to members</li> <li>• Revises existing membership records, and forwards information to the Executive</li> <li>• Sends updated chapter/group lists to Conveners as required</li> </ul> <p><b>Email Lists</b></p> <ul style="list-style-type: none"> <li>• Maintains appropriate email distribution lists in Mail Chimp by adding new members and deleting expired members</li> <li>• Creates and sends notices and communications from the Executive to members via Mail Chimp</li> </ul> <p><b>Liaison</b></p> <ul style="list-style-type: none"> <li>• Liaises with Treasurer on all financial aspects re: membership</li> <li>• Suggests in conjunction with the treasurer any increase needed in membership fees</li> </ul>			

- Liaises with Contest Coordinator and Competition Managers to ensure all entrants are paid up members
- Liaises with Publicity Officer to ensure all communication coming from RWNZ in relation to membership is in accordance with its Rules and the Strategic Plan
- Liaises with Heart to Heart editor as required
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#### **Communication**

- Ensures regular communication with members
- Responds to queries by people seeking membership
- Directs any enquiries via website to the appropriate party
- Acts as the main point of contact for all things relating to membership
- Liaises with any member who opts not to renew, learns why, and identifies any significant trends in changing membership
- Reports trends to Executive Committee as appropriate and recommends actions which should be considered
- Maintains and refreshes the New Member Pack when required
- Creates, maintains, and refreshes template letters when required
- Together with appropriate Executive input, designs information that is to go out to members

#### **Surveys**

- Enters Executive requested surveys into Survey Monkey

#### **Website**

- Uploads Executive-approved posts to the website

#### **Loop**

- Moderates the NZRomance Yahoo loop
- Uploads Executive-approved posts to the loop
- Maintains up-to-date list of loop members and removes lapsed members

#### **Facebook**

- Administers RWNZ's Facebook pages
- Uploads Executive-approved posts to Facebook
- Maintains up-to-date list of members on the Members Only Facebook page and removes lapsed members
- Posts on both the public and private Facebook pages as appropriate

#### **Executive**

- Attends Executive meetings (in person, via phone or the internet)
- Fulfils any other obligations designated by the Executive.

#### **Heart to Heart**

- Sends new and returning members' names and city to the editor for a welcome

#### **General Duties**

Pretty much if it needs doing, do it.

#### **Competencies/ Preferred Skills**

- Great organisational skills
- Good management skills
- Good listener and effective communicator

- Approachable and friendly
- Able to respect confidentiality
- Computer literate
- Ability to manage a membership database
- Willing to learn new things
- Able to meet deadlines

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