

Memberships Coordinator position description

The Memberships Coordinator position is an informal position within the management committee. The Memberships Coordinator must provide reports to the management committee and Coordinator as required throughout the year.

Skills required

- Capacity to work well with people
- Time management skills
- Basic computer skills (word processing and Microsoft excel at least)
- Willingness to take direction from management committee
- Minimum 1 year commitment
- Passion for homebirth

Specific duties

- Respond to queries received at the memberships email address
- Feed forward any information about members to the management committee as necessary
- Check memberships email every few days to see if new members have joined, and add their details to the Membership list on Google Drive.
- Manually forward a welcome email to each new member as they join
- Provide reports on number of members newly signed up at management committee meetings
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- Import membership list from excel to MemberSpace (once new website is built in 2022)
- Enter plan types into Memberspace and set up alerts for membership expiry (once new website is built in 2022)
- Liaise with MemberSpace support as technical issues arise
- Work with the Website Coordinator to ensure that MemberSpace is properly integrated with Weebly
- Attend monthly committee meetings as often as possible
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required

Time commitment

Time commitments vary, but approximately 1-2 hours per month.