



Membership Officer Profile

Responsible to: The Lace Society Committee

Main Purpose of Post: To research differing ways of attracting new members to the Lace Society and to be proactive in increasing membership numbers.

Responsibilities

- On receipt of application from a prospective new member ensure all records are updated .
- Forward a welcome pack, membership card, copy of constitution, library list, receipt and backdated newsletter to the new member promptly.
- Ensure all monies received for Society membership are paid to bank. And treasurer is informed.
- Recommend specific ways of recruitment to the Lace Society committee and lead recruitment activities, with the aid of the other committee members.
- Monitor effectiveness of the new recruitment policies.
- Coordinate, plan and ensure information is available for those committee members attending lace days and fairs.
- Ensure the display board record sheet and lace day/fair event sheet are both kept up to date.
- Ensure that members are aware of the importance of events attended and that we are there to answer queries as well as promoting the society.
- Ensure that all records are kept up to date and data extracted to report back to committee meetings.
- Provide accounts to treasurer for auditing purposes.
- Ensure an updated members list is passed to those committee members with a legitimate need to see this.
- Provide reports for each committee meeting, 3 weeks before the meeting date. These reports to be as word documents and excel spread sheets in the agreed Lace Society format.
- To carry out under direction of the chair such suitable duties as time to time decided by the committee.

MJW April 2017