



# Audax Australia Cycling Club

## Position Description – Membership Secretary

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### Introduction

Audax Australia Cycling Club is a non-profit national cycling Association established to promote and run Audax Cycling – long distance cycling events. Volunteers work across Australia in a variety of roles to support the Club's operation.

### Position Description

The Membership Secretary is the Chair of the Membership Committee and has delegated responsibility under Rule 7 of the Regulations from the National Committee for the management of membership applications and renewals in accordance with Part II of the Constitution.

The Membership Secretary maintains the Membership Register for the Club and keeps the membership database up to date to ensure the club has access to accurate Membership information.

### Responsibilities and Duties

The Membership Secretary should:

- Receive and process Membership applications and renewals
- Keep membership database up to date.
- Send all new Members welcoming pack.
- Update Member register and make changes to Members' information received by email/post.
- Reply to all Members' queries or forward to appropriate person (President/Treasurer etc).
- Liaise with Cycling Australia when needed.
- Hold Checkpoint magazines/Ride calendars/ID cards/Business cards and distribute to appropriate parties when requested.
- Maintain welcome stock and order new stock as needed (reflectors/bolts)

The Membership Secretary should also :

- Take steps to motivate and encourage Membership application, retention and renewals
- commission or participate in research and analysis of Membership statistics

### Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has very good written communication skills and liaison skills;
- Has at least basic IT skills and access to a computer with an internet connection

## **Time Commitment and Term**

The Membership Secretary is appointed by the National Committee of Audax Australia. There is no fixed term.

- January to July 'quiet' time: 1-2 hours a week.
- August to December: busiest time - 2-5 hours a week

## **Relationships**

The membership secretary works closely with the Treasurer, President, Secretary and Cycling Australia. The Membership Secretary also works with the IT Committee concerning the Membership Database and use of electronic media to promote Membership.

## **Detailed Duties**

Respond to ad hoc queries and issues

Manage the renewal process:

- Prepare entries for the front page of the Club website (beginning October)
- Prepare emails for chat list, State Presidents to include in local newsletters (early October)
- Prepare draft emails for the President to send to:
  - All Members to prompt them to renew their membership (mid October)
  - Members not yet renewed to remind them that they have not yet renewed (mid November)
  - Lapsed Members to follow up (mid January)
- Prepare notice in Ride Calendar mailout (mid-late October)
- Prepare text for December *Checkpoint* (1 November)

Report to National Committee and President as requested:

- particularly following renewal period with update on statistics (November/December)
- statistical analysis prior to the Annual General Meeting for the President's Annual Report to Members (early January).