

## MEMBERSHIP SECRETARY ROLE DESCRIPTION

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

### **Constitutional Requirements**

Is responsible for maintaining a current register of members and answering all correspondence relating to membership matters.

#### **1 ROLE**

- Undertake the role of membership secretary for the NZ AJS and Matchless Owners Register.
- Undertake the role according to the NZ AJS and Matchless Owners Register Incorporated constitution, rules issued 2013 (version 4) and as amended by any AGM
- The membership Secretary is a member of the executive committee of the Register

#### **2 TASKS TO ACHIEVE ROLE**

##### **Receiving applications;**

- Receive application forms from applicants which must be signed by a financial member (rule 3). If not signed, then decide whether the applicant is credible and countersign yourself. You may contact the applicant to discuss and assess. Some applications come via the website and prospective members may not know any current financial members.
- Reply to the applicant (if approved) with a welcome letter, copy of the constitution and rules, a copy of the hints and tips and a recent copy(ies) of the newsletter.
- Add new members name to the membership list maintained on a computer using an Microsoft excel spreadsheet. (A computer has to be used as the address list for the newsletter posting is generated electronically).
- Add any motorcycle details of the new member to the motorcycle spreadsheet list (BIKE LIST for NZAJS & MOR.xls). The motorcycle list is a list of machine types listing year, make, model, engine number, frame number, name of owner and date of any AJS or Matchless motorcycle owned by members and past members. It forms a database of AJS and Matchless motorcycles in NZ and the information has been collected from the start of the club.

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### **Membership List**

- The membership year is 1<sup>st</sup> April to 31 March the following year
- The list is maintained on a Microsoft excel spreadsheet. (Membership AJS & MOR (year).xls)
- The list has the following columns.
  - Initial
  - First Name
  - Surname
  - Membership Number
  - Address 1
  - Address 2
  - City
  - Post Office Area code
  - Phone number 1
  - Phone Number 2
  - Date Joined
  - Single or Family
  - Publish in membership list
  - Area
  - Email address if given
  - Date renewed
  - Financial year
  - Payment method
  - Posted copy or email
- The membership list is divided into regions as follows
  - Northland
  - North Auckland (Nth Shore)
  - South Auckland (Sth of the Harbour Bridge)
  - Waikato
  - Bay of Plenty/Gisbourne
  - Hawkes Bay
  - Taranaki
  - Wanganui
  - Manawatu
  - Wellington
  - Tasman/Nelson
  - Marlborough
  - West Coast
  - Canterbury
  - Otago
  - Southland
  - Overseas and Other
- Each region has an area representative who act as a contact for that region of the register. Please send each area rep with a copy of the relevant regional list so that they can establish and maintain contact with local members.

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- The overseas members often have NZ contacts. The Other is a small list of newsletter swaps with other clubs.

### **Timing of renewals**

- Renewal forms are put into the April newsletter following the setting of the membership fee at the AGM. Sample renewal form attached below
- Prepare a renewal form for the year to come, copy enough for the register and send to the newsletter editor to put into the April newsletter.
- Members who do not renew their subs are deleted from the membership list after being reminded in the June Newsletter
- Each years renewal forms, that are returned with subs, are put into a folder and organised alphabetically for reference. New members' forms are also filed in this folder. This is a manual record of members and should match the electronic version.
- In August a list of each region members is sent to the relevant regional rep for that area. The regional rep may follow up for any unpaid subs and use the regional list for organising events for that region.
- A membership list is not distributed to members.
- The membership secretary advises the newsletter editor of the people who advertise as commercial members and require an advertisement placing advertising their business.

### **Preparation of the address list as the posting list for newsletter**

- In the last week of the month prior to printing the newsletter prepare the address list for the editor. The printing months are February, April, June, August, October, December so prepare and send the list at the end of January, March, May, July, September and November.
- Prepare an electronic mailing list on a spreadsheet by removing all non paid up members but ensuring all newly joined members are listed. Send the list to editor.
- Any members who join after the list has been sent to the editor must be sent a copy of the next newsletter by the membership secretary.
- Obtain from the newsletter editor sufficient newsletters to send to those who join after the list is prepared and who join before the next newsletter. Usually about 6 to 8 newsletters are sufficient for this.

### **Newsletter Column "Membership Mutterings"**

- The membership secretary writes a column for the newsletter. The column usually contains the following basic information for the benefit of members
  - Welcome to new members
  - Current membership numbers
  - Any other information relevant and of interest to members

### **Banking membership fees.**

- The membership Secretary banks monies received into the club bank account.
- Banking deposit forms are obtained from the treasurer.

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- Liaise with the treasurer to gain access to view the club account online via internet banking to confirm any members paying by direct credit.

### **Other tasks**

- The newsletter editor keeps the master copy of the hints and tips booklet and reprints a supply as required from time to time. These are printed from time to time to maintain a supply.
- The constitution is printed from time to time and a supply kept by the membership secretary for posting to new members.