



Position Description Membership Officer

Non-Executive Committee Position

Key Responsibilities

To coordinate Skipping Australia's membership processes and records

Specific Duties

- Develop and implement tools, channels and activities that ensure a smooth membership sign up process and strong membership records to support member engagement
- Maintain timely and effective membership records
- Support Skipping Australia's Treasurer to collect membership fees
- Provide advice to Skipping Australia's Executive Committee on matters related to membership, including six monthly reports on membership numbers and composition (eg by clubs, age categories, gender, jurisdiction etc)
- Maintain currency of documents outlining Skipping Australia's Membership Structure and support Skipping Australia to respond to enquiries related to membership
- Where required, assisting clubs to enhance their membership record and fee collection processes

Desirable Attributes

- high level administration skills
- strong record keeping and written communication skills
- experience using Google Sheets or other e-collaboration tools

Key Goals 2024 - 2025

1. Membership records up-to-date and membership fees collected in a timely manner
2. Membership record and fee collection processes enhanced
3. Skipping Australia's Executive Committee has enhanced understanding of membership composition to contribute to policy and strategy decision making