

Membership Support

Terms of Reference

TERM OF OFFICE: Three years

SELECTION: Individuals will put their names forward to the Nominations Committee who will select the most appropriate candidate.

QUALITIES REQUIRED

- A passion to grow the membership of the organisation and provide relevant and valuable member benefits
- Understanding of and commitment to the organisation's mission and values
- Commitment to the role
- Diplomacy and leadership skills
- Excellent communication and interpersonal skills
- Ability to prioritise effectively
- Have a creative approach and open attitude to new ideas
- Ability to respect confidences

ROLES & RESPONSIBILITIES

- To support the Membership Lead to facilitate and oversee decisions on strategies, plans and projects made by the Membership Committee
- To deputise for the Membership Lead, if required
- To support the Membership Lead (or deputise if necessary) to clarify and explain, lead and control, and involve all members of the Membership Committee, to ensure that the meetings of the Membership Committee are conducted appropriately and fairly, and that action points are agreed and noted
- To support the Membership Lead (or deputise if necessary) to ensure that the Membership Committee works to its Terms of Reference by supporting and coaching members to understand their role
- To support the Membership Lead (or deputise if necessary) to report back to Board of Directors

ANTICIPATED TIME COMMITMENT: Six to eight days per year

- Attendance at Board of Director meetings: *two face to face meetings per year, plus ten one-hour teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Attendance at Membership Committee meetings: *two face to face meetings per year, plus two teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*

- Ad hoc phone calls and/or email exchange for advice and guidance with paid staff

REMUNERATION

Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.

To be reviewed every 12 months.