



Canberra City Farm Role

Membership Secretary

Position title:	Membership Secretary
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The role and responsibilities of the Membership Secretary is defined in the Constitution of the Canberra City Farm.
Key responsibilities	<p>The Membership Secretary, under the general direction of the committee and this constitution shall:</p> <ul style="list-style-type: none"> maintain, in accordance with Section 67 of the Act, a complete register of members, their addresses, the date on which they joined the association and, if appropriate, the date on which the person ceased to be a member of the association; ensure that changes in the place at which the register of members is kept are notified to the membership at the following general meeting; maintain a complete record of all members appointed to the various offices of the association; from time to time, administer a questionnaire designed to establish the interests of the association members relevant to the objectives of the association; assist the Secretary as and when necessary; perform such other duties as the committee may from time to time direct; and except as directed by the Act, take all reasonable steps to protect the privacy of information held by the Membership Secretary on the association members. Mentor and support the next person to take on the position.
Existing arrangements	<p>Membership List</p> <ul style="list-style-type: none"> An excel spreadsheet is located in the dropbox and lists all memberships. <p>New members</p> <ul style="list-style-type: none"> When new members join, they need to be sent a welcome email letting them know of the codes to the gates at Dairy Road and other insurance benefits they can now get. The mailchimp newsletter list needs to be updated with the new member's email address.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> Interested in learning, mentoring and helping people grow. Project management and administration skills to deliver results. Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.



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Benefits for the volunteer:	<ul style="list-style-type: none"> • Increased skills and self confidence. • Contributing to grow the CCF community. • Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> • Happy members with a growing number. • Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> • Induction training. • Police check (if required). • Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	