# POSITION DESCRIPTIONWAWA Membership Officer

The WAWA Membership Officer is responsible for managing the current membership base and helping to grow the membership base.

This will involve working through previous memberships and contacting by e-mail, or phone to engage and see if they would like to continue to be a member of the association, whilst providing an overview of what the association provides by way of services and promoting upcoming events.

**Tasks:**

The Membership Officer is responsible for:

* Maintaining the membership database
* Developing initiatives for new membership recruitment
* Creating promotional avenues to raise awareness of the WAWAs in the Local Government sector
* Maintaining resources to assist with the recruitment of WAWA members
* Regularly checking the website for new membership and acknowledge any new applications received
* Developing resources for the welcoming of new members into the WAWAs
* Developing new policies, processes, programs and resources to assist with member recruitment, induction and retention.
* Championing the WAWAs members benefits program by finding partnership opportunities with supplies and key stakeholders and create membership benefits offers.

**Skills Required**

Ideally a Membership Officer is someone who:

* Is positive and enthusiastic about supporting women in Local Government
* Able to allocate regular time periods to plan and arrange membership drives
* Is well informed of all WAWA activities
* Has knowledge of the WAWAs operations, rules and policies
* Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

**Appointment term and time commitment**

* The Membership Officer is appointed for a term of 12 months
* The estimated time commitment required is 4 hours per week
* Attendance at monthly Committee Meetings is required (approx 1 hour per month)