

Membership Services Officer (MSO)

Duties and Responsibilities and operational procedures adopted by the Committee of the HRC.

The HRC has statutory obligations under the Act (Associations Incorporations Act 2009) in respect of membership.

To enable these to be met the following responsibilities are required to be effected by the MSO.

Statutory

- **Maintain Membership Records**
- **Ensure that the Public Officer has a current copy of the Membership List**

Memberships

- **Receive Membership Applications**
- **Communicate with Committee**
Process Membership Applications and forward details to the Secretary for approval by the Committee
- **Communicate with Treasurer**
Liaise with Treasurer regarding EFT advices and banking (May deposit cheques if they are sent with the Membership Form)
- **Membership Cards**
- **Membership Renewal**

Member Services

- **Respond to Membership Enquiries**
- **Provide regular information / newsletter to the Members**
Work with Publicity Officer and directors to ensure continuity of information

General

- **Maintain Currency of Form, Card any other documents**
- **Be involved in other aspects of promoting the Club and its events**

To enable the above to be accomplished by the MSO the following are also adopted by the Committee.

Organisational Procedures.

1. The Membership Services Officer (MSO) shall be appointed by the Committee for the period to the Committee meeting following the next Annual General Meeting.

2. The MSO shall be responsible for keeping a record of members in compliance with the Act.
3. The MSO is authorised to amend the Membership Application, Renewal form and any other documents for members as needed
 - (a) to reflect the Fees for individual and family membership as adopted by the Committee for the following membership period.
 - (b) The Committee may resolve to vary the membership period and/or make provision for memberships of less than 12 months
 - (c) In the event that the Committee make no resolution in respect of fees for that period then the fees from the previous period shall apply.
4. Membership shall be based on a calendar year (from January to December) and membership renewals not paid within 2 months of the expiry of such period shall be deemed to have expired.
5. The MSO shall ensure that a copy of the then current membership list is forwarded to the Public Officer, Secretary, President and Vice President on the following dates each year. 15th of March, June, September and December.

David Johnson,

12-March-2022.