

Membership Secretary

YOUR ROLE AS MEMBERSHIP SECRETARY

The Membership Secretary is a Member of the Board and may be asked to represent the Board on a Committee. She must have appropriate IT skills. The Membership Secretary is the first contact with potential members

Tasks	Further Details
Provide information to potential members and assist them in joining the Club	Send email as applicable
Manage the membership database	
A potential new member is invited to go to www.iwcn.ch , click on Becoming a Member and fill in the Application for Membership form	The Membership Secretary is notified of the application by WordPress
Check eligibility is met – (applicant lives in Nyon or surrounding area and speaks English): <ul style="list-style-type: none"> Email Offer of Place notification (Annex 1) 	If necessary, notify the applicant that she is on a waiting list pending a place becoming available. (Club Limit is 600 members)
On confirmation of receipt of membership dues/administration fee payment from the Treasurer, email the Welcome notification (Annex 2) and send the Club Directory by post	The Membership Secretary notifies the Board, the Welcome and Sunshine Coordinator and the Digest Manager(s) of new members
Send revised Honorary member list to the Archivist when anyone new is added to the list	
Membership	
After the AGM, the Membership Secretary advises members, via the Digest, of the approved annual membership dues which are payable by 30 June	
Inform the Digest Manager(s) of changes to email addresses to update the Digest data	
Via the Digest remind members to review/update their online profile to ensure correct personal details for publication in the Directory	
In November check with the Board about potential reduction in fees for those joining from 1 January and 1 March	This applies only to the membership dues and not to the administration fee
Towards the end of the Club year remind members via the Digest to inform the Membership Secretary if they will not be renewing their membership	

YOUR ROLE AS GENERAL BOARD MEMBER

All Board Members are responsible for the position for which they were elected and for the day-to-day operations of the Club.

Tasks	Further details
The Board	
Carry out decisions made by Club Members at the AGM and at Extraordinary General Meeting(s)	
Attend all Board meetings and the AGM	<ul style="list-style-type: none"> • Proceedings at Board meetings are confidential (Bylaws Article IV.B.2) • All Board Members participate fully in discussions and decision making
Read and adhere to the Constitution, Bylaws, and Policies and Operating Procedures of the Club	<ul style="list-style-type: none"> • Review annually the POPs chapter relevant to your Board position
Be prepared to act as a Board Representative if asked by the President	
Be ready to perform extra tasks for the Club as required	
Report to the Board on developments in your area of responsibility	
Keep files up to date	
Brief potential candidates about your Board Position	<ul style="list-style-type: none"> • Instruct them to read POPs
During the hand-over period (between the AGM and 1 July), brief the person taking over your Board position	<ul style="list-style-type: none"> • Hand over all relevant files • Instruct them to read the Constitution, Bylaws and POPs
The Membership	
Attend Coffee Mornings to meet new members and encourage them to participate in Club activities	
Attend the annual Activity Leaders' appreciation event	
Attend Special Events whenever possible	