



Order of Australia Association Victoria Branch Membership Secretary Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch Office Bearers and Committee members' and the Meeting & Events Schedule

Purpose of Position

To undertake the administrative requirements of membership management including growth and retention on behalf of the Victoria Branch, including liaison with the National Membership Officer (NMO), National Membership Director (NMD), and VIC Regional Groups.

Membership Secretary

Database Management

With access to restricted functionality, use the national membership database to:

- a) Update (edit) membership data
- b) Allocate new members to Regional Groups using postcode list on OAA national website under VIC Regional Groups, same data used by NMO for national database
- c) Download Excel quarterly membership reports for VIC Branch committee and Regional Groups
- d) Perform limited membership queries

Provision of Membership Data to and Liaison with Regional Groups

- a) Maintain a list of regional group representatives authorised to receive membership data
- b) Provide quarterly membership updates to authorised regional group representatives
- c) Provide Order of Australia AD and KB honours and awards list to authorised regional group representatives
- d) Provide ad hoc membership updates to authorised regional group representatives for use when communicating with members in their regional group
- e) Deal with ad hoc queries from regional group representatives and refer to Branch Chair if necessary.

Member Communications

- a) Send Vic Branch E- Newsletters currently prepared by VIC Branch Chair and Event invitation reminders and other necessary communications to members with email addresses via the national membership database
- b) Follow up in conjunction with Regional Groups annual members in arrears using the list emailed from NMO
- c) NMO follows up three-year members in arrears not Branches/Regional Groups
- d) Email Annual General Meeting Notice of meeting to e-database.

Reporting

- a) Include quarterly membership report in VIC Branch agenda pack
- b) Provide ad hoc reporting as asked by committee.