

VFMC Job Description – Membership Officer

As per the VFMC Constitution 11 1(b) & 18 1 the Secretary will keep a register of members. This task has been delegated to the Membership Officer. (see Job Description – Secretary sect 1.4)

Registry of Members

- 1.1 The Membership Officer will maintain a Register of Members as per VFMC Constitution sections 9 Application for membership, 10 Consideration of application, 11 New membership & 18 Registry of Members.
- 1.2 Sect 18 2 Access by members to the Registry - abide by current privacy regulations. See sections 58 & 59 of the Act.

Newsletter (hard copy)

- 2.1 Provide a monthly address list for the purpose of mailing out the monthly newsletter as required.

AGM

- 3.1 Prepare & mail out the AGM notice in a timely manner as per VFMC Constitution Sect 33 Notice of General Meetings.
2. Keep a record of attendees at the AGM & ensure that they are financial.

Other

- 4.1 Abide by the Committee's group norms, as determined by the Committee in the first meeting following the AGM.