



## Renal Society of Australasia

<b>Job Title: Membership Officer</b>	<b>Reporting to: Federal Chair</b>
<b>Organisation: RSA Federal Board</b>	<b>Current Incumbent: Denise Fracchia</b>
<b>Revision Date: 13<sup>th</sup> January, 2010</b>	

### Position Overview

- Coordination of membership letters, renewals & maintenance of database.
- Member of the RSA Federal Board in a non-voting position for the initial term of two years.

### Essential Job Functions

- Distributing new financial members letters and processing same within a four week period, including the listed items:
  - Letter outlining the society
  - Key ring
  - Membership responsibilities, entitlements, and voting rights
- Process, file & archive incoming correspondence in a timely manner
- Process the annual renewals as they are received
- Liaise with:
  - chairperson
  - federal secretary
  - financial officer
  - web master
  - communications officer
  - editorial assistant
  - mailing house
  - journal editor
  - other board members as required to resolve pertinent issues
- Gather data & report out summary to Board at each Board meeting
- Distribute branch member lists to branch secretaries quarterly. Update branch secretaries with new members when relevant

### Requirements

- Member of the renal society of Australasia for more than two years with past branch office experience
- Available for board meetings, nominally 3 per annum
- Meet assigned key performance indicators

### Other Skills/Abilities

- Computer skills essential, especially Excel
- Good interpersonal skills

NOTE: This job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organisation.