



# Position Profile

## Position Title      Membership Officer

This position is an advisory position and is part of the Board of Management.

The position is responsible to the Executive of NHWACT and works closely with the Board.

The position is responsible for:

- Maintaining the NHWACT Membership Database
- Receiving applications for membership of NHWACT
- Arranging for Police Records checks to be conducted by ACT Policing
- Notifying applicants of the outcome of their request for membership
- Preparing a membership report for the bi-monthly NHWACT Board meetings
- In consultation with the President, follow up any membership issues arising from NHWACT communication with members.

It is estimated that this position requires not more than 2 hours per week.