



Position Profile

Position Title	Membership Secretary
----------------	----------------------

This position is an advisory position and is part of the Board of Management. It is filled by invitation and at the discretion of the Board. As a member of the Board of Management, this position has voting rights which may be exercised as required. 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
- Attending 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.