



CANBERRA QUILTERS INC  
SINCE 1976

# Canberra Quilters Inc.

ABN 49 327 425 805

## **Duty Statement – Membership Secretary**

As a member of the Canberra Quilters' Committee, the Membership Secretary contributes to managing the affairs of Canberra Quilters to enable the organisation to meet its aim and objectives through maintaining the membership register and processing of new and ongoing membership subscriptions. These duties are undertaken in accordance with the Canberra Quilters' Constitution.

### **General:**

- You are friendly, welcoming and inclusive of all members, visitors, and guests.
- You encourage all members to be friendly, welcoming and inclusive of all other members, visitors and guests.

### **Committee and Financial Responsibilities:**

- Attend the monthly Committee meetings from January to November – this includes giving a report at the appropriate agenda item to provide an update on current membership numbers.
- The committee as a whole approves spending by the group. The Treasurer will seek approval for spending at committee meetings or via emails if it is urgent.
- Review the rate of the membership subscription annually, generally when the CPI figures are issued at the end of the June quarter. If appropriate, recommend an increase to the Committee in line with the Constitution, or seek to have an increase ratified through the AGM.
- Review and advise the Committee regarding the annual fee charged for paper copies of *Connecting Threads* (AGM Motion 2017).

### **Meetings:**

- Where possible attend daytime meetings and evening meetings to take memberships. If unable to attend, advise the meeting coordinator of any announcements.

### **Connecting Threads, CQ Website and Blog:**

- Ensure current membership details (form, etc.) are on the website and in each *Connecting Threads* newsletter. Deadlines are the evening meetings in February, May, August and November.
- Use the CQ newsletter, communications bulletins and Blog to put out membership reminders.



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- Provide web page content for pages which are directly relevant to membership information.
- Monitor web page content whenever browsing the site and notify the Website Coordinator of any updates/corrections needed.

## **Membership Management:**

- Maintain a current Membership List.
- Update the membership form as required and ensure current forms are available through the website, in the room and as required. Liaise with the Publicity Officer re public events to promote Canberra Quilters.
- Receipt membership subscriptions and requests for name badges after all meetings. Attend day meetings where possible – memberships at day meetings may be done by a delegate.
- Prepare and issue membership cards for members. Order, collect and issue name badges for members.
- Bank all monies for memberships and name badges. Provide Treasurer with receipts record and banking breakdown monthly. If payments are processed for other CQ activities (e.g. workshops), ensure receipts record appropriately reflects the purpose of the payment.
- Maintain the Eternal Register of Membership.
- In consultation with the Canberra Quilters Committee, develop membership policies. Ensure the Secretary adds ratified changes to existing policies.
- Provide information on any membership policy changes to CQ membership through publication in the CQ newsletter *Connecting Threads*.
- Participate in sub-committee meetings as required.
- Keep the Librarian and Evening Supper Coordinator advised of new and returning members for their respective functions.
- Provide appropriate parties with current membership lists as required.
- Provide the Exhibition Co-ordinator and Exhibition Secretary with a current membership list at the end of the exhibition eligibility period to assist with Exhibition entry eligibility requirements.
- Provide the Newsletter Editor, Communications Officer and Website Coordinator with current membership lists to enable *Connecting Threads* to be emailed or posted to members.
- Liaise with the Treasurer regarding the collection of the annual fee for the receipt of the paper copy of the newsletter.
- Monitor and make recommendations to the Committee should the fee need changing.



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- Assist with confirming membership numbers at the Annual General Meeting for the establishment of a quorum.
- Maintain Membership Secretary procedures and processes; updating and reviewing as necessary.
- Keep the EFTPOS machine charged and instruct others in its use as required, notably for the exhibition Sales Room. Contact the bank for extra stationery as required.
- Provide the President with membership numbers at end of the calendar year for the Quilt Australia report.

## **Other duties:**

- Advise the Secretary of amendments/additions to the Perpetual Calendar.
- Advise the Communications Officer of any items of interest for the information bulletin.
- If members voice concerns, suggestions or compliments to you, accept all feedback with grace, thanks and a smile. Take action where needed.
- If things aren't working, work with the committee to make things better.
- Remember – this duty statement is not a stagnant document. Update it often.