



41 Club
CONTINUED FRIENDSHIP

JOB PROFILE

JOB ROLE:	Membership & Round Table Liaison Officer
MEMBER OF:	National Board

Purpose:

To co-ordinate Membership initiatives within the Association to promote Membership externally and to develop & strengthen links with Round Table

Responsibilities:

1. Manage the implementation of the Membership Objectives of the Association.
2. Chairman of the Membership Committee. Develop a committee structure to manage workload.
3. To co-ordinate membership initiatives throughout the Association.
4. To maintain accurate Membership numbers and statistics of the Association and to take remedial action with the assistance of National Councillors where numbers cause concern. Ensure every effort is made to avoid Clubs closing.
5. To maintain strong contact with the Round Table Membership Officer(s)
6. To encourage new 41 clubs to form and facilitate their Chartering. Ensure new clubs are supported by their National Councillor. Vet applications for new clubs. Where a new club wishes to open in the same location as an existing club ensure a dialogue has taken place (it is not necessary for the existing club to agree so long as they understand)
7. To work closely with Round Table to ensure retiring Tablers join 41 Club.
8. Offer support to Round Table to assist in their continued growth.
9. Actively encourage the opening of new Round Tables using local 41 Clubs to assist.
10. Represent 'Membership' at the Round Table Family Meeting with Round Table, NALC and Tangent.
11. Promote a Round Table Family ethos.
12. To actively create discussion items on membership issues between clubs through National Councillors and local forums
13. Process applications for new Clubs ensuring they are set up on the Club Administration System (CAS)
14. Process relevant disaffiliations of Clubs ensuring they are removed on the Club Administration System (CAS)
15. Update the Archivist, Treasurer and the 41 Club Administration Team in changes to Clubs e.g. closures, openings, mergers etc.
16. Work with the National Treasurer to ensure accurate membership numbers are reflected in the capitation
17. Provide articles on membership for the Links Magazine, Newsletter and the Website.
18. Participate in, and attend all National Council, Board and Forward Planning Meetings providing a written report to the National Secretary of activities prior to each meeting
19. Carry out all reasonable requests as determined by the National Board.

Qualifications for Office:

Enthusiastic, have a sense of duty, carry out the role with pride, have a strong desire to ensure a successful future of the Association, and above all to carry out the role with responsibility, dedication, acceptable humour and respect for his fellow Officers.

The National Membership & Round Table Liaison Officer must also:

1. Be a fully paid up member of a constituted club.
2. Have adequate time to carry out the role. It should be noted that many organising committee meetings take place mid week during the day.
3. Be prepared to carry out the role for a period of a minimum of three years.
4. Be PC literate and have regular access to a PC
5. Be able to travel to meetings on a regular basis. It should be noted that this role may require considerable nationwide travel.
6. Have relevant experience within Round Table or 41 Club i.e. held an Office at Club, Area or National level.
7. Have an interest or experience in membership matters

Sean McCormick
November 2017