

National Back Exchange - Membership Secretary Job Description and Procedures

See also *Calendar of Events*

No	Task	Timescale	Procedure
1.	Annual Renewal of Data Protection Certificate	May	<ul style="list-style-type: none"> • Membership Secretary to obtain and complete annual renewal application form. • Membership Secretary to ensure the contact details for National Back Exchange are correct. • Direct Debit has been set up 18th May each year • Data Protection certificate to be held in the Administration Office
2	Review and amend membership application form	October	<ul style="list-style-type: none"> • Membership Secretary and Administration Office to agree information required for membership application form ensuring the details obtained facilitate the following: <ul style="list-style-type: none"> ➤ Formatting of suitable database for audit and monitoring purposes – membership categories, professional groups etc ➤ Production of a monthly membership record ➤ Membership contact details are easily retrievable to enable the label run for Column publication ➤ Production of a membership directory ➤ Production of local group / regional membership details for the affiliation process / Special Interest Groups / Local Officer Workshop at Conference • Membership Secretary and Administration Office to review and amend membership application form, as required, ensuring ease of use for all parties concerned • Membership Secretary and Administration Office to identify the necessary software required to facilitate the operational management of the membership database [new database installed April 2006]
3	Maintain an up to date National Membership Record	Monthly At Exec Meetings	<ul style="list-style-type: none"> • Administration Office to maintain accurate membership details and database • Membership Secretary to liaise with Administration Office on the first of each month to obtain current national membership details • Administration Office to hand a copy of the membership database to the Membership Secretary at each Executive meeting

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4	Production of Membership Directory	Annually Or as a minimum every 2 years	<ul style="list-style-type: none"> • Membership Secretary to seek Executive Committee approval in April each year to fund the development and production cost of membership directory. • Membership Secretary to liaise with the Administration Office to compile accurate membership contact details for inclusion in the directory • Administration Office to compile a draft membership directory for initial approval by the Membership Secretary • Membership Secretary to present final draft to Executive Committee for approval • Administration Office to forward agreed membership directory to the printers for publication
5	Registered Member applications	Ongoing	<ul style="list-style-type: none"> • Update the Registered Member application form, as required • Ensure every tenth application is audited and the necessary documentation is provided by the applicant within the timescale • Evaluate each application to be audited and request additional evidence, as required • Inform the applicant of the outcome of the audit, within the identified timescale • Ensure the Administration Office allocates applications through the Accreditation of Prior Learning and Experience route of entry to appropriate panels. No more than six applications shall be given to any one panel • Ensure the Administration Office notifies the Column Editor and Website Editor of successful applicants
6	Honorary member applications	March	<ul style="list-style-type: none"> • Update the Honorary Member application, as required and put on the website
7	Production of a documented officer's report	Prior to each Executive Committee Meeting	<ul style="list-style-type: none"> • Prepare a written report and forward to the National Secretary a minimum of fourteen days prior to each National Executive Committee meeting
8	Attendance at Executive Committee meetings	7 meetings per year	<ul style="list-style-type: none"> • Ensure attendance at Executive Committee meetings. If apologies are sent for two consecutive meetings, attendance at the next meeting is to be discussed with the Chairman
9	Attendance at Conference	Annually	<ul style="list-style-type: none"> • Membership Secretary to attend AGM, Conference and Local Officers' Workshop at Conference and RM Workshop

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10	Local Officers' Workshop	Annually	<ul style="list-style-type: none"> • To chair the Local Officers' Workshop at each conference • To ensure a list of attendees is completed and apologies received • To write a summary of the meeting for the next edition of Column • To assist in the coordination of the Registered Members Workshop.
11	Retain copies of all National Back Exchange strategic & operational documents	Monthly	<ul style="list-style-type: none"> • To forward copies of all correspondence to the Administration Office for safe keeping
12	Mentoring applicants via the accreditation of prior learning and experience (APEL) route of entry		<ul style="list-style-type: none"> • The Administration Office will contact the Membership Secretary when there has been an initial contact by a member requesting the support of a mentor. • The membership secretary will contact a Registered member to request their assistance. • Once a mentor has been identified, the Membership Secretary will send their contact details to the applicant.
13	Risk Management Strategy	Ongoing	To act in accordance with the Association's risk management policies and procedures and advise the Trustees and members on risk issues in the post holder's area of responsibility
14	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, to declare any potential conflict of interest, before the item is discussed at an Executive Committee meeting
13	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.