



Membership Officer

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Payment to Membership Officer

- The Membership Office is entitled to be paid a voucher of €100 per annum.

Specific Responsibilities for the Membership Officer:

- Maintains member database: entering new data as new member applications are received and updating member data, e.g. email addresses/phone numbers, as required.
- Verifies that members have paid relevant dues and removes or inactivates members from database as required.
- Will work with the Treasurer where required eg. payments made by bank transfer and also forward any monies received to the treasurer for lodgement.
- Provides membership list as required: in yearly officer report at the AGM; to the Newsletter Editor Officer for posting out newsletters; Social media coordinator for access to private Facebook page and to other NCB members as required for them to complete their duties (e.g. electronic voting, conference dues, etc.)
- Reviews and updates online Membership system as required in consultation with the NCB. Suggests changes based on the needs of the Membership Officer as well as members.
- Responsible for maintaining an email function between HEN and members and in supporting other NCB officers regarding emailing members in accordance with their roles.

- Will screen email to ensure those forwarded are of relevance to the agreed upon purpose of information sharing within HEN