

Membership Secretary for the Dominion of Canada Rifle Association (DCRA) Job Description

Responsible To: Membership committee chair

Job Purpose: To administer the association's memberships.

Overview

The primary role of the Membership Secretary is to respond to all new member enquiries in a timely and efficient manner, ensuring that potential members are directed to the DCRA website and given all the information required to satisfy their requests. The Membership Secretary will also accept new and renewing membership payments, keep accurate records and ensure that payments are paid in a timely and regular manner. Finally, the role also involves activities toward membership retention.

Main Duties

Enter all current membership information into the new system (an estimated one time 4 to 5 hours at the beginning of the membership program rollout).

Respond to all incoming new membership enquiries and defer to the Membership Committee when required (an estimated 1 hour per week).

Respond to any technical issues with the DCRA website and defer to Avtar (as required and should not occupy much time).

Approve new membership requests of those paying by EMT or cheque. (an estimated 1 to 2 hours per week).

Encourage new membership and chase any current members who have not renewed (an estimated 2 to 3 hours per year at renewal time).

Accept and manage new and renewal membership payments and ensure that all transactions have been recorded in QuickBooks. (an estimated 1 hour per month, 2 or more hours during the beginning of the membership year).

Ensure that all new applications are accompanied with a completed application form and the correct payment.

Keep accurate and up to date records of previous and current membership payments, past and present members and regularly update the association's Chief Finance Officer (CFO) and Membership Committee Chair with such records (an estimated 1 hour per month).

Send an excel spreadsheet to each of the provincial Rifle Associations (PRAs) for them to capture all their membership information and transfer all this information once received into the program (an estimated 1 hour per PRA, 2 to 3 times a year depending on when the PRAs send in the information.)

Develop a nil to low-cost Welcome Pack for new members consisting of a Welcome letter from the DCRA President, details about the DCRA run competitions, such as the Nationals, where to purchase DCRA Merchandise, etc. (estimated one time of 5 to 6 hours to prep such a package which after will only require minor updates as anything changes).

Please email office@dcra.ca if interested.