



SVT Job Description

SVT Position:	Membership Secretary
Committee:	Executive Committee
Reporting to:	SVT President
Role Outline:	To maintain accurate database records of members of the Society for Vascular Society. Answer membership queries.
Role Term:	2 Years, from the period commencing at the date of the AGM
Essential Activities:	<input type="checkbox"/> Process new membership applications <input type="checkbox"/> Process membership renewals <input type="checkbox"/> Maintain membership database
Regular Meetings:	<input type="checkbox"/> Attend Executive Committee Meetings (Quarterly)
Regular / Routine Activities:	<p><u>Membership Process:</u></p> <p><u>Postal Applications</u> New applications to be forwarded from central office. Assess eligibility for membership in accordance with membership criteria. Definitions of Ordinary, Associate, Special Interest Group (NAASP) and Honorary membership are listed in the constitution document. Approve applications as necessary. Seek advice from the Executive Committee where needed. Add new member to database. Keep paper copy of application form. Forward payment cheques to Treasurer, or check society account for bank transfer payment. E-mail central office to forward new members pack to successful applicant. New members pack to contain welcome letter, past copies of newsletter x3, and a list of useful websites. Membership cards to be ordered monthly (as outlined later in this document) and then sent out separately. To be completed within 2 weeks of application</p> <p><u>On-Line Applications</u> Check for online applications. Check sponsors have verified sponsorship for Ordinary members. Contact sponsors for a reference if non-SVT member. Once complete approve membership and check that a payment has been made either on-line or by post. When the payment has been received, send out a new membership pack as above. Members have one month to complete the application process fully. Send reminders to sponsors and applicant as necessary to ensure process completed within required time frame.</p> <p><u>Membership Renewal</u> Renewal payments due on 1st September each year. No discounts are available. Send reminder to members on 1st August via automated email system. Send renewal instructions and membership cards in August postal mailing as outlined later in this document. Members have 4 months to make payments in line with the Society's</p>

Constitution Document.

Second reminder to be sent out 1st December via a second automated email to members still not paid up.

Members unpaid on 1st January will be lapsed and will no longer receive member privileges. Letter via automated email will be sent to members to this effect. AVS members who lapse their CPD will be contacted by the CPD coordinator on Education committee.

New members joining from June to August do not pay a renewal fee for the first year of membership.

Renewal of membership fees by cheque

Receive cheques from central office.

Write name and membership number on the back.

Record payments on database and update personal details from renewal form as required.

Forward cheques to Treasurer with a table containing the following information;

Name, number, amount and any comments. Keep copy of this form for records.

Renewal of membership fees by standing order

Renewal form forwarded by central office to membership secretary.

Cross check renewal form with view on line bank statement.

Up date database with renewal payment and personal details from renewal form as required

Renewal of membership fees on-line

Renewal form forwarded by central office to membership secretary.

Cross check renewal form with the database and bank statement.

Online payments will automatically change membership status to active.

Update database with personal details from renewal form as required.

Lapsed members

Memberships unpaid on 1st January are lapsed.

An automated email is sent to inform member that their membership has now lapsed.

Record any new payments as above.

The database will automatically update the member status to reflect this.

Maintenance of Database

a)New Membership year subscriptions

New members applying after 1st June each year will receive their first 3 months of membership free. For this to occur the subscriptions for the next membership year should be made available from the 1st June. These can be manually added from facilities available within the back office of the database. New subscriptions should be made for all membership categories except for Honorary.

b)Fault fixing

Report faults through the Codebase Fault Reporting Website.

c)Add and remove field to membership application forms as required.

d)Ensure administrators and those with 'view status' permissions are added and removed as required. This should also be reviewed after the November AGM as committee members are confirmed for the following year. Keep

	<p>these number to a minimum.</p> <p><u>Membership lists</u> Lists of members and their mailing details should only be sent to members of the Executive or Education Committee for SVT use only. They should not be given to any other parties. No payment from other companies can be accepted in exchange for these lists.</p> <p><u>Membership Cards</u> Order 500 membership cards from printers at the beginning October once there are at least 300 renewals (to keep costs down). Cards to be sent out in the November mailing for those who have renewed to this time. Order remaining cards for members monthly as they renew.</p>
<p>Other (Less frequent) Activities:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Be available to respond to member queries promptly with assistance of shadow secretary. <input type="checkbox"/> Consider issues, comment and vote on items raised by the executive. <input type="checkbox"/> Keep up-to-date accurate, secure records of your committee work and make these available for a smooth handover (including a detailed guide where appropriate) when the role term finishes.
<p>Conduct:</p>	<p>Abide by “Standards of Conduct, Performance and Ethics for SVT Executive Officers and all Subcommittee SVT Members” (2010), and “The Society for Vascular Technology GB&I Objectives, Constitution, and Rules” (2003).</p>
<p>Last Updated:</p>	<p>October 2011</p>