

NORTH SHORE HIKERS

MEMBERSHIP SECRETARY

(Revised May 2018)

The Membership Secretary is the primary contact for general inquiries about the club via the email address: membership@ [northshorehikers.org](mailto:membership@northshorehikers.org). The mailing address of the membership secretary is used to receive membership dues sent by mail. The Membership Secretary is an elected member of the Board of Directors of the NSH Society and serves a two year term.

Duties:

1. Mails a “sign up sheet”, a guest waiver for each trip and a stamped envelope addressed to the trip report secretary, to each trip leader in the upcoming schedule.
2. Receives cheques/cash from members and processes new members according to the guidelines on the website.
3. Deposits membership dues paid by cheque/cash received by mail or in person into the club’s bank account. Forwards deposit information to the treasurer upon request.
4. Contacts non-members, as identified by the Trip Report Secretary, who have been on more than two allowed trips and invites the non-member to join the club.(remove)
5. Provides paper registration forms at club meetings for members who are unable or unwilling to register online.
6. Prints copies of the schedule and distributes them by mail to members who have paid the extra fee required for mailing.
7. Checks the emails frequently in the membership inbox on the “Web hosting” website and responds appropriately to inquiries or redirects to appropriate Executive. (Password is needed)
8. Offers assistance to questions from non members, eg, inquiries re: suitability of trip, trip leader contact information.
9. Offers assistance to new members who are having difficulties registering online or redirects registration difficulties to the webmaster.
10. Maintains the supply of postage, signup sheets, coordinator duties handouts and guest waivers. Costs to be reimbursed.
11. Finds a member of the Executive to provide vacation relief for the position.
12. Orients the new Membership Secretary to managing the emails and utilizing the steps on the website to process memberships.