THE OTTAWA GUILD OF POTTERS

	Membership Secretary – Volunteer Job Description **Ottawa Guild of Potters – Executive Position** (Prepared by Carolyn Ault, February 2014)
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit volunteer run organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in April along with a juried exhibition and one in November. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on.
Position	**Membership Secretary**
Function	**Internal/Operational** The Membership Secretary functions as a member of the Guild's Executive throughout the year. She/he provides membership support to the Guild's members. **External** The Membership Secretary provides membership support to the general public.
Requirements	The Membership Secretary is expected to attend most (preferably all) Executive Committee meetings (usually 8-10 per year) and participate in group email discussions between meetings and attend any special executive meetings. This position requires someone with accuracy and attention to fine details. Computer skills are required; capable of working with MS Excel & Word.
Duties	The Membership Secretary is accountable for: 1. Membership Registration: creating/updating the membership application; receiving and processing the applications; processing receipts and issuing membership/library cards; handling cheques/cash and keeping accurate records of monies received; updating the database and keeping accurate records; renewal notifications; 2. Membership Directory: kept up to date and posted to the workspace; 3. Website: ○ creating members user accounts for access to the OGP Workspace; ○ resetting forgotten passwords; ○ Posting the Application Form to the "Apply" page of the web site ○ Maintaining the "Apply" page content current and relevant 4. Sale Registrar (if needed): Fill the role of Sale Registrar for the 2 annual sales, under the direction of the Chair of the Sale Committee. (if required) Detailed job description Appendix A of this document
Accountability	This position is directly accountable to the President and to the Guild's membership.
Term	Elected for one year term, up to a maximum of three consecutive years. The incumbent is expected to recruit and train a replacement prior to the end of their term.
Evaluation	President and General Membership.
Benefits	Great opportunity to gain experience in a small enterprise and work with a great team.
Approval and Review Dates	This job description was approved by the Executive February 2013. It is scheduled to be reviewed in March 2015.

APPENDIX A

NOTE:
In the past the job of Membership Secretary was combined with the job of Sale Registrar. It made sense to combine these roles because the Sale Registrar needs access to the database during registration. However, in 2013 we were unable to secure a Membership Secretary willing to take on the job with the additional responsibilities of Sale Registrar so the job was split into 2 distinct jobs again. In future, it would be ideal to combine these jobs again.

Sale Registrar – JOB DESCRUPTION

The Membership Secretary also functions as the Sale Registrar, reporting to the chair of the Sales Committee participates on that committee by attending its meetings (at most 2 per year) and participate in group email discussions between meetings.

Duties

1. Updating the sale application & contract
2. Receive and process sale applications (using the membership database)
3. Handle cheques keeping accurate records of monies received and forwarded to Treasurer
4. Posting all sale relevant documents to the Sales folder on the workspace
5. Provide copies of the applications to the Sale Scheduler (use the photocopier at NVAC charged to OGP)
6. Provide a report to Sale Logistics for space and table requirements
7. Familiar with Excel spreadsheets

BENEFITS: Great opportunity to see the inner workings of the Guild sales and working with a great team.