**EMWA Executive Committee (EC) Officer Job Description:
MEMBERSHIP OFFICER**

For details regarding eligibility, duration of office, meetings, benefits and advantages: See Policy Document: **Executive Committee (EC) Roles and Responsibilities** on the EMWA website or contact Head Office for the latest version.

**Responsibilities**

As the association grows, fostering a good relationship with all our members and volunteers is becoming increasingly important to ensure that all voices are heard, from new to long-standing members. The Membership Officer is an appointed position aiming to promote a more interactive experience for the EMWA members.

* **Collaborate closely with the PR Officer and Website Manager** (and other EC members) to develop and implement membership recruitment strategies. This involves planning and executing initiatives to attract new members to the organisation
* **Supervise Membership Database Management** (collaborate with the Head Office [HO]): Maintain accurate membership records; regularly update contact information, membership status, and payment details
* **Communicate with the members in all matters** (except for pure membership issues, dealt with by HO), such as:
	+ Responding informatively to membership inquiries
	+ Considering and handling applications from new volunteers
	+ Handling applications for new local EMWA groups (LEGs), special interest groups (SIGs) or other working groups
* **Develop strategy for a wider range of EMWA engagement** proposals for members, such as:
	+ Initiations of new LEGs, SIGs, and other working groups
* Serve as the **Data Privacy Manager** for EMWA
* **Membership Metrics and Reporting**:
* Analyse membership data and trends
* Prepare reports on membership growth, retention rates, and engagement levels