



## INGLEWOOD ARTS HUB inc.

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### Role Description: Volunteer Membership Secretary

Inglewood Arts Hub inc. (IAH) is a not-for-profit volunteer/artist-run community arts organisation, which manages an art gallery; an artist-in-residence program; a studio in which groups and workshops are held; and hosts artists talks; visits to artist studios and galleries; and other events. The IAH has a strong, but not exclusive, link with Inglewood and surrounding suburbs.

#### Volunteer Membership Secretary

The Membership Secretary works closely with the Management Committee, Secretary (currently acting in this role), and Communications Team, with a particular focus on:

- Maintaining legally required records
- Informing the committee about membership matters
- Welcoming new members
- Communicating with members on behalf of the committee

This is a voluntary role that reports to the IAH Volunteer Management Committee.

The role is an opportunity for a person who is interested in using their skills and experience to work with a vibrant community arts organisation. The successful applicant(s) will mostly work remotely, from home. **Access to a reliable computer and internet connection is required.**

#### Responsibilities:

The Membership Secretary is responsible for satisfying legal requirements for safe management and reporting of member information.

- Provide a respectful and welcoming experience for IAH members
- Ensure IAH meets all legal requirements related to incorporated associations membership
- Maintain a current and accessible member register with legally required information
- Communicate with members using IAH's secretary@ email account (and retain records):
  - to welcome new members
  - notify members about member events
  - invite members to IAH's Annual General Meeting (in October)
  - notify members when their annual fees are due (refer to membership register)
- Run membership drives, organised with IAH's communications team
- Report to the committee about matters related to membership
- Respond to requests to view IAH's member register (in consultation with committee)

#### Duties:

- **Welcome members and maintain IAH members register (weekly):**
  - Check IAH's website dashboard for new membership applications

- Transfer required information from IAH's website membership form to member register
- Maintain member register in IAH's Google drive, where it is accessible whenever required
- Email new members to welcome them, using IAH's secretary@ email account
- Save emails in the membership folder, in IAH's secretary@ email account
- **Check ticket payments through IAH's website (monthly, approximately):**
  - Check member-discounted ticketed events (e.g., Artist Talks, Hub on the Move)
  - Using IAH's secretary@ email account:
    - Email the few people who mistakenly select member tickets when they are not members to let them know and offer options to rectify (using template email script)
    - Inform the ticketed event organiser by copying them into the emails/replies
    - Retain records
- **Report to the committee about membership matters (monthly):**
  - Prepare a brief report for the monthly volunteer management committee meeting

### **Skills / Characteristics:**

#### ***Essential:***

- Ability and willingness to fulfill responsibilities and duties of the role
- Ability or willingness to learn how to use IAH's Google drive, email program, and website dashboard

#### ***Valuable:***

- Attention to detail
- Systematic thinking

#### **Prior experience:**

#### ***Valuable:***

- Familiarity working with email programs, online records, website dashboards

### **Type of work**

Administration & Office Management, Information & Heritage

### **Suitable for**

Skilled volunteers, Centrelink volunteers, artists, art students, community members, young adults

### **Commitment**

Regular - more than 6 months

### **Training**

Volunteers on the management committee will provide induction to IAH processes for new volunteers and support them to become familiar with the IAH and its needs

### **Time required**

Approximately 2 hours per week

The successful applicant is welcome to attend monthly Volunteer Management Committee meetings, which occur on the second Monday of the month, at 6pm and generally take 2 hours

### **Reimbursement**

- Although it is unlikely that a volunteer membership secretary would be required to incur expenses, IAH reimburses committee members and volunteers for expenses they incur with money outlaid, when approved (and recorded in the minutes) at a committee meeting