

JOB DESCRIPTION

POSITION TITLE:	Membership Officer & Distribution Co-ordinator
RESPONSIBLE TO:	President Wellington AAPNZ Group
COORDINATES WITH:	Other Group Management Team Members National Executive Office
PURPOSE OF POSITION:	Manages the database for the Wellington Group members
ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:	<ol style="list-style-type: none">1. Maintaining the database so that it is kept current.2. The effective and efficient information flow to Wellington Group Members.
TASKS:	<ol style="list-style-type: none">1. Ensures that the database is kept up-to-date.2. Provides information to new and potential members.3. Provides up-to-date lists to Wellington Group President and other Group Management Team members4. Responsible for sending out the monthly newsletter, monthly meeting notices and any other information about AAPNZ either local or national in a timely manner.5. Attend monthly Group Management Team meetings.
PERSON SPECIFICATION:	<ol style="list-style-type: none">1. Five hours per month.2. A working knowledge of Microsoft products.