**Position Description**

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| **Role** | **Membership Officer** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | General Committee |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting |
| **Organisation Description** | The Hunter Organic Growers Society is a not-for-profit community organisation run by volunteers in the Hunter Valley region.  ​  We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!  ​  Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for the keeping the membership records of the group. This includes:   * Managing the membership system via Wix with assistance and training from the Website manager * Making manual updates when required * Liaising with the Treasurer and General Secretary * Handling membership-related enquiries received through the HOGs email and from the Treasurer & General Secretary. * Providing a copy of the membership listing at the end of each financial year for access at the Annual General Meeting |
| Reporting | Reports to the Executive Committee |
| Skills & Training | * You will be a confident computer user and have willingness and ability to learn new programs effectively. * No previous experience required in a similar role, but desired. * A smile on your face, a team player, and willingness to learn and develop your skills! |
| Benefits | * Free household membership to the Hunter Organic Growers Society * Free ‘Thank you’ lunch at the end of your term * Excellent free training opportunity to learn new skills that are transferrable to employment or studies. * Joining the tribe and making new friends * That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle. |
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