

## SCHEDULE A – DESCRIPTION OF POSITION AND RESPONSIBILITIES

### Membership Coordinator

#### POSITION PURPOSE

To coordinate and provide communications and administrative support to all membership groups associated with the Royal Society Te Apārangi, including Companions, Branches, Constituent Organisations, ECRs, Professional and Associate members, Student and Friends members, Affiliate Organisations and support the Academy structure for Fellows membership.

#### RELATIONSHIPS

Reports to: Chief Operating Officer  
Relationships  
*Internal:* Academy & Operations team, all staff  
*External:* All membership groups

#### FINANCIAL AUTHORITY

Authority for expenditure: Nil

#### KEY TASKS AND ACCOUNTABILITIES

Provide administrative support in managing both the Society membership and Mailchimp CRM databases

- Maintain databases so that these are current and accurate.
- Ensure integrity and usefulness of information being entered.
- Perform database administrator tasks.
- Monitor the Membership inbox and respond to queries.
- Field Portal queries and troubleshoot issues.
- Support the Academy Executive officer in relation to Academy and Fellowship administrative tasks

Enhance Communication channels and relationships with various membership groups

- Prepare, write and collate content for newsletters to varying membership groups.
- Publish membership and academy news on the website.
- Use Mailchimp for dissemination of newsletters and member notices.
- Prepare, load and maintain membership and academy information on website.
- Develop and maintain the Friends section of the website.
- Use social media effectively when required.

Other projects

- Promote membership of the Society, particularly from under-represented disciplines, sectors or demographics.
- Coordinate events for membership and academy groups as required
- Coordinate and minute Forums for membership groups (ECRs, Constituent Organisations, Branches and Companions)
- Liaise with and provide support to Council members who carry membership responsibilities
- Liaise with and provide support to the Academy Executive Officer (for the Academy Executive Committee)
- Liaise with and provide support to the Early Career Researchers forum (including monthly teleconferences).
- Liaise with and provide support to Constituent Organisations and Branches.
- Provide general administrative support as and when required.
- Provide general facilities support for the Facilities Hire Coordinator
- Provide general accounts/billing support in relation to membership for the Accounts Coordinator
- Provide general event support as and when required

Other duties as may be requested from time to time.

## Competencies

### Teamwork

- Takes responsibility for creating a positive environment in which colleagues are able to work to their full potential.
- Builds co-operative relationships internally and externally and participates willingly in team activities.
- Contributes to team/organisational success
- Exchanges information freely and volunteers ideas that help
- Support s group decisions

### Delivers Results

- Achieves results by following instruction from a range of individuals within the organisation
- Demonstrates initiative, creativity and innovation.
- Shows commitment to achieving at a high level at all times.
- Is self-motivated with ability to work with little or no supervision.

### Relationship Management

- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Has proven customer service skills.
- Positively interacts with staff and clients.
- Is proactive in relationship building.