



FGG Role Description

Role Title: Officer of Membership

Reports to: Vice President of Member Services

Purpose of the Board Position:

To lead the process of Assembly Member Recruitment, Management and Development

Role Overview:

The Membership Officer is the main contact for all FGG member organisations and prospective members of the network regarding their membership enquiries, applications and renewals. Oversees the pool of member organisations and its delegates to the General Assembly and maintaining closed relationships. This Officer is also responsible for a smooth membership administration, working with a group of people in the Membership Committee, held monthly meetings and generate reports to the Board.

Specific Duties and Responsibilities

1. To lead the Membership Committee and chair its meetings
2. Develop, revise and recommend Membership Policies and Procedures
3. Create and implement membership development and recruitment strategies
4. Develop and implement tools, channels and activities to ensure a smooth membership sign up and payment process as well as a firm membership engagement
5. Ensuring well-informed answers to membership enquiries
6. New members orientation, documentation and mentoring
7. Maintaining good communications and interactions with the current and prospective members through official channels: email, INCLUSION! And social media
8. Membership renewals and retention including the invoicing and reminder for dues
9. Organise feedback and follow-up consultations. The Membership Officer maintains an efficient membership administration, including encoding invoices, and updating the data base analysing and reporting on the membership evolution and the state of membership

General Duties for all Board Members

- exercising sound judgement
- acting reasonably and prudently in the long-term interests of the FGG.
- protecting assets and resources of the FGG (including reputation).
- complying with the Federation's governance and operational policies and procedures.
- using specific skills, knowledge and experience to further the work of the FGG.
- acting collectively since no one person can make decisions on behalf of the Board (unless specifically authorised to do so).
- working collaboratively with other Board members on matters where responsibilities intersect.
- being responsive to requests for information or support from other Board members.
- promoting the FGG brand and visibility, and the brand and visibility of the upcoming Gay Games, across a range of media and mechanisms
- maintaining a focus on improving the diversity and inclusion of people involved in the Federation and Gay Games

PLEASE NOTE: All Directors (Board Members) are required to attend Board Meetings on a monthly basis (on line meetings), the Annual General Assembly, the Mid Year Board Meeting and - in a Gay Games year - to attend and support the running of the Gay Games.

Specific Equipment or Skills required to carry out this role

- be resourceful, people-oriented, socially and culturally conscious in dealing with people from diverse backgrounds
- Technology savvy. Be able to identify, constantly research and make use of the available resources to make better communications with Members

Email human.resources@gaygames.net if you wish to speak further regarding this FGG volunteer role.