



Role Description

Position title	Membership Office of World Administrators Alliance Council
Responsible to	Chair of World Administrators Alliance Council
Responsible for	No direct reports
Liases with	WA-Alliance Council, WA-Alliance Members, Convenor of the WA-Summit, Regional Representatives and other such persons as shall be designated by the Council.
Term of Office	All Council members are as a rule elected for a period of two year, renewable for a maximum period of four years.
Our mission and purpose	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

WA-Alliance

The newly formed World Administrators Alliance is the governing body endorsed by the 2020 11th WA-Summit Business Meeting of Delegates from 27 Countries. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community that works together for the benefit of all.

Position purpose

The Membership Officer is responsible for supporting the Chair and the Council with all Membership related tasks necessary to execute the business of the WA-Alliance.

Key responsibilities

The Membership Officer shall be responsible for ensuring:

- The creation and implementation of a Membership Plan to attract and retain members.
- Management of the membership database in Wild Apricot.
- Monthly reporting to the Council on the current membership statistics or issues.
- The maintenance of prospective, new and current membership information through Wild Apricot.
- Timely responses to inquiries from prospective members.
- Communication with members on any membership issues.



Qualifications

- A commitment to, and a clear understanding of the mission of the WA-Alliance.
- A passion for the administrative profession.
- Proven experience in a similar position at Board level.
- Comfortable working in an international environment.
- Excellent communication skills.
- IT skills necessary to manage the membership database (Wild Apricot).
- A solid understanding of the commitments required to work in a voluntary organisation.

Evaluation

The effectiveness of the Membership Office role, conduct, and position description will be evaluated by the Chair.