



Oshawa Art Association Inc. Membership ~ Job Description

Summary: To collect, process and record membership fees.

This is a voluntary, non-paying position.

Duties & Responsibilities:

- Collect membership renewals and applications from Secretary at Executive meetings and also from the members at the General meetings;
- Send a receipt and a membership card to renewals and for new applicants along with a copy of the “OAA” History” and a welcome letter;
- Inform new members that we get a Staples discount in the print department. Include card with discount number;
- Notify the new members that the By-Laws are posted on the OAA Website;
- Send a membership card to all the “Honourable Members” each January;
- Distribute a monthly update of the membership list (in Microsoft Excel) to the Executive;
- Forward monies (cheques and cash payments) to the Treasurer;
- Forward address and e-mail of new members or address/e-mail changes of current members to the Newsletter Chair to update the mailing list of “Art Matters”;
- Forward a copy of updated membership list to the Website Coordinator to keep Members’ Websites current with only OAA members in good standing;
- Forward updated membership list to the Executives before the Executive Meeting (held on the first Tuesday of each month except July);
- Make member name badges and bring to monthly Members’ meetings (held the 2nd Wednesday of each month except July).

Authorities:

- If an elected Director, voting privileges at all meetings;
- Handle members’ payments;
- Control membership lists;
- Purchase office supplies necessary to perform duties (e.g., stamps, envelopes, receipt books, Member cards.

All purchases regarding membership will be reimbursed (save receipts for submission).

If the membership committee Chairperson is satisfied that the applicant satisfies all of the qualification requirements, the membership committee Chairperson may, in his/her sole discretion, admit the applicant to be a member of the Association. All applicants shall be advised in writing (membership card) by the membership committee chairperson whether the application has been accepted or rejected. All decisions by the membership committee Chairperson shall be final and binding without the need to give any reasons for the acceptance or rejection of any application.

Every Director and Officer in exercising such person’s powers and discharging such person’s duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would



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exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Basic knowledge of Microsoft Excel for maintaining members list;
- Basic knowledge of Microsoft Outlook for email.

Revision History

Revision Date	Changes Made	Reason for Change	Approved by
15-Nov-10	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
05-Sep-13	Updated job functions	To comply with changes to Constitution	Ron Blackwell
10-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
23-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle