



Position Description – ACLTA Membership Coordinator/State representative

The position of Membership Coordinator for ACLTA is a voluntary position. The role is taken on by one of the State representatives elected by way of vote from members of the association. The Membership Coordinator shall hold office until the first biennial conference following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To coordinate the database of members and their details for use by the Association
- To coordinate voting in of new ACLTA Executive and ACLTA Accreditation Committee Members (every two years)
- To streamline communication between ACLTA members
- To represent the members from their home State in matters relating to ACLTA
- To assist the executive with the overall functioning of the association

Key tasks

- Uploading and ensuring syncing of membership data between www.childlife.org.au, PayPal and the Wild Apricot database (in liaison with Treasurer)
- Maintaining the membership@childlife.org.au email account
- Assisting with reminders for membership renewal where relevant
- Encouraging membership for new CLT staff via email/phone as appropriate
- Updating and maintaining the Wild Apricot Membership Portal at www.aclta.wildapricot.org (including discussion boards)
- Sending, receiving and confidentially handling emails to members about nomination and voting for ACLTA Executive and ACLTA Accreditation Committee Members (every two years)
- Creating, collating data and reporting to ACLTA Executive on member surveys (created in SurveyMonkey)
- Contributing to ACLTA social media, meetings and activities (as per other Executive members)
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator
- Participate in discussions using the Wild Apricot forum

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Achieved accreditation through ACLTA, having completed the ACLTA training framework or actively working towards this
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the Wild Apricot Management Portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings forfeits position on the executive