



Convenor – Information Management

Job Description

- Manage and maintain the Guild's membership database.
- Maintain and update the Membership forms in accordance with the Guild's constitution.
- Liaise with the Website Convenor to ensure the correct and appropriate membership information and forms are listed on the Guild's website.
- Ensure all membership enquiries are answered in a timely manner.
- Manage the annual membership renewal process to encourage Guild members to renew their membership on time.
- Provide a monthly status report to the Guild Executive

Applicant Criteria

- Experience in managing a membership database would be seen as an advantage
- Good interpersonal and communication skills
- Ability to work with other Convenors.
- Ability to meet deadlines.
- Understanding of and willingness to support Guild objectives.

How to Apply

- Applicants must address all dot points under the headings of "Job Description" and "Applicant Criteria".
- Applications are to be addressed to The Secretary and emailed by 5pm Thursday, 21 September to secretary@knittersguildnsw.org.au
- For further information, please contact the President, Cynthia Mulholland on 0418 230 498 or president@knittersguildnsw.org.au.