



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Membership Coordinator
Updated: August 2021

Objective of Position:
(The purpose(s) of the job)

To ensure all current members are paid by due date and to pursue new members

Key Responsibilities and Duties
(The duties or tasks performed to achieve the position objectives)

1. Maintain effective membership record keeping in conjunction with treasurer.
2. Produce and provide members with certificates of currency once payment is made.
3. Actively recruit and retain new memberships.
4. Maintain membership list with current contacts and contact details.
5. Liaise and assist all Executive members as required.
6. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects.