

## **MEMBERSHIP OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION**

### **1. Job Description**

The post of Membership Officer is an appointed post. The purpose of the post is to consider and make recommendations on all applications for membership of the BAB. The duties and responsibilities include but are not necessarily limited to:

- Chairing meetings of the Membership Sub-Committee
- Attending Executive and General Meetings of the Board when requested to do so
- Processing all applications for membership, including their assessment against the Board's criteria; ensuring that minimum standards are met relating to the practice of aikido; and arranging for the applicants to be visited/inspected by a member of the Sub-Committee
- Preparing a written report to the Executive Committee with recommendations on the suitability of each applicant
- Informing applicants of the Board's decision and any special requirements
- Undertaking one-off tasks, as required, relating to existing memberships including action on non-compliance with BAB policy requirements
- Maintaining all records and undertaking administration arising from the work of the Sub-Committee
- Providing advice, guidance and direction to Officers and Members of the Board, as required, on general membership matters
- Producing an Annual Report for the AGM

### **2. Person Specification**

To facilitate meaningful judgemental inspections and subsequent reports on prospective applicants, the post holder will have extensive knowledge of the art and practise of aikido, together with a background which encompasses and demonstrates:

- An ability to lead and guide a small team of Sub-Committee members
- Good written and oral communication skills
- An ability to work as part of a management team
- An ability to work with a diversity of Aikido Associations, recognizing their independence, but seeking to promote their willingness to develop a corporate approach to the promotion of aikido in the UK
- IT Literacy
- A good understanding of the BAB Constitution and Coaching Policy