

Association of Hospital Play Specialist Aotearoa New Zealand Position Description – HPSAANZ Membership Coordinator

The position of Membership Coordinator for HPSAANZ is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Membership Coordinator shall hold office for a two year tenure 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 streamline communication between HPSAANZ members
- To assist the executive with the overall functioning of the association

Key Tasks

- Uploading and ensuring syncing of membership data between www.hospitalplay.org.nz, Stripe and the membership portal (in liaison with Treasurer)
- Assisting with reminders for membership renewal where relevant
- Encouraging membership for new HPS staff via email/phone as appropriate
- Updating and maintaining the Membership Portal
- Creating, collating data and reporting to HPSAANZ Executive on member surveys (created in SurveyMonkey)
- Contributing to HPSAANZ social media, meetings and activities (as per other Executive members)
- Attend 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

Essential criteria

- Hold full membership of HPSAANZ and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, Stripe, and a willingness to learn administration tasks on the website management portal HPSAANZ

Time commitment:

- Attendance at a 2 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 without notice and provision of an update forfeits position on the executive