

TERMS OF REFERENCE

MEMBERSHIP SECRETARY

The Membership Secretary's most important job is to keep a computer record of all club members and to maintain a hard copy of the membership list.

The Membership Secretary should also be responsible for recruiting potential minibus drivers.

Types of membership

NOTE: As of Michaelmas 2007, the Club changed its membership policy to make membership simpler, in response to survey results, and to ease any possibly affiliation with the British Mountaineering Council (BMC). All current memberships expire when they would under the previous system. However, there is now only one type of membership sold (with no distinction between internal and external members). No matter when they are purchased during the year, these expire at the end of the Long (Summer) Vacation. Please see below for descriptions of memberships sold before the start of Michaelmas 2007. As our change in membership policy is in a trial period, we may return to our previous scheme at some point.

Term: This covers membership for one term, including the vacation after that term. If bought during a vacation, the membership applies for that vacation, the term following it, and the vacation following that. Both students and non-students may purchase this type of membership. **Note:** All term memberships will have expired by start of Hilary 2008.

Year: This covers membership for three terms, including the vacation after the final term. If bought during a vacation, it also applies for that vacation. Both students and non-students may purchase this type of membership.

Course: This covers membership for the duration of a student's course which they are on when he/she joins the Club, whether 3 or 4 years, though for medical students, this extends to the entire 6 year duration of their course should they decide to continue their Clinical School in Oxford. A member who has been a member for one year may upgrade to this category by buying a Course-upgrade Membership. A member whose Course Membership has expired may extend it for another 4 years by buying a Course-renewal Membership. When these memberships expire, you should contact the member to confirm that their course has actually finished (e.g. their DPhil may have run over) and to offer them the opportunity of a Course-renewal Membership.

External: This covers membership for up to 3 years for members who are not students (formerly 4 years). A member who has been a member for one year may upgrade to this category by buying an External-upgrade Membership. A member whose External Membership has expired may extend it for another 3 years by buying an External-renewal Membership.

Ex-Life members: In Trinity Term 2002, the Club voted to abolish life memberships, replacing them with the current system of Course memberships and External memberships (see attached document). Those members who were life members at this time were told they could remain members until Trinity Term 2006, at which time they could renew their membership if they wished by paying for an upgrade in the same way as described above for a Course/External member. These members are indicated in the database under the 'Ex-life' column. When their course expires, they should be contacted to see whether they wish to continue their membership, and if so to give you contact details.

Non-University members

The Proctor's guidelines impose restrictions on the number of non-University members of the Club we are able to have. The rules state that at least 80% of our membership should consist of members of the University. The definition of a University member is anyone who has matriculated at Oxford or is a visiting student *or staff member (as of MT 07)*. To ascertain the number of places available for non-University members, count the number of members who *are* University-associated and divide by 4. The number of non-University members should not exceed this figure.

New Members

When money (cash or cheque) is received for membership, a numbered receipt must be given to anyone who pays membership fees by cash, or by cheque through the internal mail (along with their termcard). If you run out of receipts, you can purchase more at Ryman's Stationers.

New members may join the club:

- At Free Tea. Take plenty of termcards, membership forms (at least 100 for Michaelmas term), minibus driver recruitment leaflets, your receipt book and get a float of small change from the treasurer. Several receipts for each membership category should be prepared in advance, i.e. with the date and the amount filled in, so that only the name of the new member & 'cash/cheque' need be entered at free tea.
- Via pigeon post. Ensure termcards and receipts are in an envelope – if the termcard is visible we have to pay to use pigeon post. You will need a constant supply of envelopes – the packs of 50 envelopes from The Works are a good bet.
- At Fresher's Walks (Michaelmas term only). Ensure that all walk leaders have some termcards, membership forms and small change.

New members may also join the club by printing the membership form from the club webpage and sending it to you, along with a cheque, via pigeon post. At the beginning of term, make sure to add your name and college to the membership form and renewal form, and send these new versions to the Webmaster, so that the previous term's membership secretary does not continue to receive new membership forms!

Any new member must first complete a membership form, giving various details, which are then put on to the computer record. Use the 'comments' column for any other useful helpful information, such as external addresses or c/o instructions. Payments received must be given to the Treasurer at the next committee meeting at the latest.

All under 18-year-olds wishing to join the Club and become involved in its activities should obtain the U18 Membership Form, Parental Consent Form, the Equipment List, the Code of Practice and the Risk Assessment from the Membership Secretary. The Parental Consent Form must be fully

completed by their parent/guardian, before the forms and fee are returned to the Membership Secretary.

New members must also be subscribed to the walking-announce mailing list. You can do this by using the online update form (<http://maillist.ox.ac.uk/>) – ask the Webmaster for instructions on doing this. You must use the address in the form of

firstname.lastname@shortened-college-name.ox.ac.uk

as the full-college email address is gradually being phased out (as of MT 2005). This will mean that members cannot unsubscribe themselves through the website.

E.g.

joseph.bloggs@univ.ox.ac.uk

NOT:

joseph.bloggs@university.oxford.ac.uk

It is important to get into the habit of checking your email and pigeonhole regularly (if you don't already!).

Non-university members

All members that are not current students or staff at the University of Oxford or do not have an official visiting student status are considered as non-university members, and this involves external members. According to club regulations, the number of non-university members should not be more than 20 % of the total number of members. If the number of non-university members exceeds this, new external members cannot be accepted as members until the situation changes.

Expired Members

Any member whose membership has expired must be sent a membership renewal form, usually distributed with the new termcards at the start of term.

If the member decides to renew his/her membership then update the computer records accordingly and send them a termcard and receipt. If they do not renew membership, then remove them from the club's membership list.

Membership Forms

Membership forms should be kept in case of queries. Ask the Quartermaster to put old ones in stores if you don't want them clogging up your room. The Club can contravene the Data Protection Act by keeping data on people for longer than necessary, so once a term you should go through the old forms and dispose of forms for people who have left Oxford, and/or haven't been a member for a year or more.

Membership Secretary's Report at committee meetings

After the Treasurer's report, give details of any changes in the membership figures since the last committee meeting. Give the figures in the following order:

1. Total membership
2. Number of male and female members.

3. Number of ex-life members (this will generally stay constant through each term), course members, and external members.
4. Number of non-University members (see above). Also say how many places are currently available for non-University members.
5. Change in membership since the last committee meeting
6. Any other important details that you feel should be recorded in the minutes.

The file 'Report.xls' on the membership secretary's disk automates the process of producing reports. This file updates itself whenever new members are added to the membership list (note: 'members.xls' should be opened before 'Report.xls' to ensure that the report is updated).

Membership Secretary's Report at the TGM

This should take the form of a summary (as for committee meetings) of the membership figures as they stand at the end of term. You may also like to comment in the changes in membership figures since the previous term, and since the same term in the previous year. It is not necessary to design a printed sheet with graphs unless you think there are some very dramatic trends that should be brought to the club's attention in this way.

Minibus Drivers recruitment

The availability of club drivers can be a 'limiting factor' on running enough trips to satisfy demand, so it is important to maintain driver numbers by an effective recruitment campaign. Free Tea at the membership desk is a good place to recruit potential drivers. When new members join the club you can send copy of the minibus driver recruitment leaflet (found on the membership secretary's disk) along with the termcard. You can also occasionally e-mail those on the membership list who are over 21. Please bear in mind that Bob Barnes does not recommend that those who are not used to driving in the UK should take the test unless they have minibus experience.

Other tasks:

1. To provide a list of members for the distribution of termcards at the start of term, and mid-term circulars in 4th or 5th week. Print off the membership list from the computer and divide it up into colleges for this purpose.
Note: Be aware that distributing termcards is a substantial task during Michaelmas term each year. You will need help, so make sure you ask other committee members to assist you.
2. At the trip leader's meeting, a list of members is also required to check that all those people that have signed up and paid for trips are actually members. If any are not members then it is up to the individual trip leaders to contact them and ask them to join.
3. Update these terms of reference if necessary at the end of each term and submit the updated version to the secretary before the TGM. Ensure that the copy in your files is updated before passing it on to your successor. Help your successor if needed.

Membership fees are currently:

- Join during Michaelmas Term, Christmas Vacation or Hilary Term: £12
- Join during Easter Vacation, Trinity Term or Long (Summer) Vacation: £6

Amended OU Walking Club Life Membership Reform – 12.06.02

Problem

There are four main problems with the club operating a system of Life-memberships: (1) it is often unclear when Life-members have left Oxford - the club generally finds out because there is no pigeonhole to deliver a termcard to - a clear waste of money in printing, (2) although there is an 'expired Life-member file' for the last few years, if an individual said to the club that they were a Life-member then there is no way of proving whether (s)he is or not - it is unacceptable to have no proof as to whether a random individual is a member or not, (3) the club must have thousands of members given that it has been going for 40 years - not being able to keep an accurate record of our members is breaking Sport Federation rules - in addition we are not complying with paragraph 5b of our Constitution: "non-University members shall not constitute more than one-fifth of the total membership", and (4) it seems that Life-members get removed from the membership database into the 'expired Life-member file' when there is reason to suspect that they are no longer in Oxford, hence they are not kept up-to-date with club affairs and the opportunity to go on a trip rests on the website.

Solution

Change past, present and future Life-memberships to Course-memberships or External-memberships, where appropriate. There are three cases that we need to consider to make sure that the transition is smooth: (1) new Course-memberships and External-memberships, (2) when Course-memberships and External-memberships expire, and (3) converting existing Life-memberships to Course-memberships or External-memberships. The Committee has the authority to implement cases 1 and 2 from Michaelmas term 2002. However, to implement case 3 as well, a majority is needed in a secret ballot vote of this motion by the members at a General Meeting.

1. New Course-memberships and External-memberships

This is an ideal time of year to change a membership issue to have it in place for the new academic year. Changing the sale of Life-memberships to Course-memberships and External-memberships is simple. Course-memberships could be categorized as up to 4 years, as most undergraduate degrees are not longer and this will cover most postgraduates as well. This may even increase the proportion of Course-members in the club, resulting in more membership revenue, because spelling out the deal of 4 years for £25 is very reasonable. There can be small print saying that if the undergraduate course in question lasts more than 4 years because of a satisfactory reason, such as a D.Phil. taking longer than expected, or because the member takes time off from his or her course due to illness, then duration of the Course-membership will be reconsidered by the Membership Secretary at his or her discretion. This extension would not apply to an individual who finishes the course in question then starts a second undergraduate or postgraduate course, even if the initial course is three years then the second course is only one year. Individuals who are not carrying out a University course may take out an External-membership of 4 years.

2. When Course-memberships and External-memberships expire

A few weeks before a Course-membership expires, the Membership Secretary can write to the member asking whether (s)he would like to remain a member of the club. If the answer is 'yes' because (s)he is staying in Oxford to do a second degree then (s)he can be asked to pay a nominal fee of £10 for a Course Renewal-membership which will last the duration of the course. If the answer is 'yes' but (s)he has finished his or her course then a nominal fee of £10 can be paid to cover termcard printing and postage for an External Renewal-membership of 4 more years, with the Membership Secretary keeping their home address on record. A few weeks before an External-membership expires, the Membership Secretary can write a letter to the member asking whether (s)he would like to remain a member of the club and if the answer is yes then a nominal fee of £10 can be paid to cover termcard printing and postage for an External Renewal-membership of 4 more years, with the Membership Secretary keeping their home address on record. The number of people who opt to remain a member of the club once they have finished their course will be small, but it will mean that keen members have the opportunity to do so. The club must have more than 80% of its membership from resident junior members of the University, so if the number falls to less than 80% then the club shall have to consider restricting External-memberships. In this respect, the club must reserve the right to withdraw the sale of all External-memberships.

3. Converting existing Life-memberships to Course-memberships or External-memberships

With a majority in a secret ballot vote of this motion by the members at a General Meeting, existing Life-memberships shall be converted to Course-memberships or External-memberships. In such an outcome, every existing Life-member shall be informed that due to the club breaking University regulations and contravening its constitution, it can no longer support the system of Life-memberships, so his or her membership is being converted to a Course-membership or External-membership, where appropriate. This measure can be most fairly implemented as follows. The default Course-membership shall run up to the end of an individual's current course,

but those affected in this change will be contacted by the Membership Secretary at that point and, if requested, their membership may be converted to an External-membership at the end of their course to run up to Trinity term 2006, by supplying the Membership Secretary with their home address. The default External-membership shall run up to Trinity term 2006.

Richard Campbell, amended 12th June 2002, written up 20th June 2002