

Association Manager Job Description

£22,000 to £24,000 Per Annum

Purpose of Job

Responsible for the day-to-day management of the Association's affairs under the direction of the governing committee

Specific Duties

General Office and Administration

- Ensure the smooth day to day running of the RGA office.
- Ensure the office and key volunteers have stock of necessary stationery items
- Deal with incoming post appropriately.
- Ensure funds received into the office are processed and banked in line with procedures
- To keep a record of office expenditure and agree, when necessary, expenditure with the Treasurer
- Work with the Treasurer in completion on Day to Day accounts, Annual Accounts and Annual Report
- Prepare and send outgoing communications; letters and emails
- Produce labels for mail shots throughout the year i.e. regional mailings, magazine convention.
- Support non committee volunteer roles.
- Recruit new regional coordinators.

Annual Convention and other events

Annual Convention:

- Co-ordinating work, updating paperwork and processing bookings. Creating booking brochure, delegate packs, and liaise with committee members and venue to bring whole convention together.
- Locating venues for RGA Annual Convention, reporting, negotiating and visiting.
- Prepare convention pack and send to members.
- Process booking forms, including processing monies received, sending receipts and sending final convention information.
- Arrange bedroom allocation in accordance with any special needs identified on booking form.
- Work with the committee to organise workshops, medical sessions, crèche and entertainment.
- Liaise with workshops providers and confirm their attendance.
- Arrange printing of information for welcome packs and compile packs for delegates.
- Meet with hotel re the programme and set up of meeting rooms, menus etc.

Events - National, Regional, Social Events (adult and family):

- Work with volunteers to produce information on events
- Make information available in magazine and / or website
- Produce mailings to members advertising events.

AGM

- Print Nomination and Resolutions Forms and send out to membership and collate returns
- Take minutes at the AGM and type up and produce at next AGM

Magazine (RGA News) and Website

- Research items for both magazine and website.
- Write an Association Managers update for the magazine.
- Collate magazine articles.
- Be a co-editor of the RGA News.
- Liaise with Printer for production of magazine.
- Proof read magazine.
- Send magazine to members.
- Liaise with Webmaster over web content.
- Send Webmaster regular updates for the website.

Membership

- Process new membership applications, input information into a database. Send out new membership pack.
- Send out annual Membership Renewal reminder letters.
- Update membership database when payments received. Bank cheques and check standing orders.
- Processing New Membership Applications. Enter all details onto the membership database.
- Ensure Membership information is kept and supplied in accordance with the Data Protection Act.
- To ensure that those who have access to the information have signed to contract to the requirements of the Act.

Helpline

- Staff the help line and provide an approachable, empathetic and helpful "front desk" to the association to deal with: -
- Queries from existing members.
- New potential full/family/associate members - send out membership pack and process when received back.
- Requests from Health professionals/schools seeking advice & information.
- Encouraging people to join the Association and to provide the means.
- Providing members with DLA support letters, SEN Letters, equipment and relevant information from office files where necessary.

Governing Committee

- Servicing of Governing Committee Meetings held quarterly and support the Governing Committee.
- To inform the Chair and Members of the Governing Committee of any developments in the Association.
- Service the Governing Committee meetings.
- Arrange venue, refreshments and accommodation as appropriate.
- Request agenda items and send out agenda.
- Take minutes and send to Governing committee once completed.
- Have regular contact with Governing Committee members via telephone and e-mail.

Fundraising

- Make funding applications to grant giving organisations.
- Children in Need grant - apply for to support child places at annual convention, completion of report and how the money has been spent.
- Identify and apply for grants.
- Support fundraising volunteers.
- Support community fundraising and encourage online sponsorship of events.
- Build effective relationships with corporate supporters.

Registered Charity Number: 261647 (England & Wales)

President: Michael Wright MB ChB MSc FRCP Patrons: Earl of Snowdon, Lord Morris of Manchester, Barry Norman