

# TERMS OF REFERENCE

## **MEMBERSHIP SECRETARY**

Welcome to being OUWC's membership secretary! Here is the list of your tasks:

1. To keep a computer record of all club members and to maintain a hard copy of the membership list. This includes welcoming new members as they join.
2. To register new members with the British Mountaineering Council (BMC) at specific points in the year (more detail below) and with OU SportsFed.
3. To act as the club's main point of contact with the BMC.
4. To report on club membership at committee meetings and at the Termly General Meeting (TGM).
5. To confirm to any committee member or club trip organiser whether a given person is a current member of the club. This includes attending the "Trip Ballot Meeting" in 2nd week, which is organised by the Trip & Safety Co-ordinator.
6. To recruit new minibus drivers.

The following sections explain these in more detail.

### **1. Introduction: types of membership**

Please note that there is useful information for the membership secretary under the "membership" section of the [www.ouwc.org](http://www.ouwc.org) website, including a list of benefits of membership. Historically we had several types of membership. As of 2007, that was simplified so that we only have annual memberships and term memberships. Annual memberships last from the point the member joins until the end of the following summer vacation, and term memberships last from the point the member joins until the end of the vacation that follows the term that they joined. Membership fees are currently:

- Join during Michaelmas Term, Christmas Vacation or Hilary Term for annual membership: £20
- One-term membership for any term: £14 (increased MT15)
- Joining for annual membership during the summer vacation includes next year to the end of the following summer break

There are additional considerations for: (1) members who are not affiliated with the University and (2) members who are under 18 years old:

#### **1.1 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.

If the number of non-university members exceeds this, new external members cannot be accepted as members until the situation changes.

## **1.2 Under-18 members**

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.

Here are the BMC's guidelines for groups of under 18 year olds:

### **Supervised Groups including Under 18s**

Clubs may allow outside groups to use their huts, e.g. school parties, Scouts. These clubs should comply with the BMC Safeguarding Children Policy good practice guidelines. These are as follows:

- When children, supervised by adults other than their parents or a specified adult *in loco parentis* for a specified child, are using the hut it is recommended that only properly vetted adults use the hut.
- It is recommended that there is a designated person, who is identified as such to all present including the children, responsible for Safeguarding Children issues be present at all times. This may be the person in charge of the group, e.g. the teacher or the club Youth Officer.
- Whenever possible, an adult should not be alone with a child.
- Children should not sleep in the same room as an adult or adults where separate facilities are available.
- There should be separate male and female sleeping areas for children if there are both boys and girls present. When both boys and girls are present there should also be male and female supervising adults.
- **Those supervising must be properly vetted.** The Criminal Records Bureau checking (CRB) procedure is set out on the back of the BMC Child Protection Policy and can be downloaded free from: [www.thebmc.net/NewWebsite/Download.aspx?id=11](http://www.thebmc.net/NewWebsite/Download.aspx?id=11)

## **2. First things to do**

When you begin as membership secretary:

- 1) E-mail the British Mountaineering Council to give them your contact details as the new main contact for the Oxford University Walking Club. Send this to: [office@thebmc.co.uk](mailto:office@thebmc.co.uk). Quote our club membership number: **B454689**. Give your e-mail address as [membership@ouwc.org](mailto:membership@ouwc.org) – that way the communications from the BMC will always go to a valid club e-mail address.

- 2) Update the membership form so that it has your contact details. Ask the webmaster for the current version, then send it back to the webmaster to be put on the website. (That way, the previous term's membership secretary does not continue to receive new membership forms!). Check that other information e.g. membership fees are up to date.
- 3) Obtain the membership list spreadsheet from the old membership secretary, as well as any other important electronic documents. They will also have a folder that contains some important paper documentation such as our BMC insurance certificates that they should give to you (was a green folder with OUWC membership/ Dan the Man written on it)

### **3. Handling club membership**

The most important part of your job!.....

-letting people know their membership needs to be renewed

Any member who would like to renew their membership, at the beginning of Michaelmas term when it expires, must complete a new membership form to renew. They must also of course pay the membership fee for the type of membership they would like.

It is a good idea, at the beginning of Michaelmas term, to **send an email out to all members on the old membership list who haven't renewed membership**. Let them know that they can renew if they would like to, and how to do this. If they do not renew, they must be removed from the membership list. If they have left Oxford, then they can be removed from the walking-announce and walking-general mailing lists as well.

- when/how members can join

New members may join the club:

- At Free Tea. Take plenty of membership forms (about 100 for Michaelmas term), minibus driver recruitment leaflets, and a receipt book (WHSmith are good for these). The treasurer should bring a float of change and you can deal with payments for membership between you. **Anyone who pays for membership by cash must be given a numbered receipt**. Quite a few receipts should be prepared in advance, i.e. with the date and the amount filled in, so that only the name of the new member & amount of cash need be entered at free tea, to save time as there can be quite a queue!
- By sending a membership form with payment (cash or cheque) to your pigeon. You will need a supply of envelopes so that you can send anyone who pays cash for membership a receipt!
- By sending you an electronic version of a membership form via email; usually (but not necessarily), people who do this have paid by online bank transfer via the ouwc.org website. You must confirm with the treasurer that the payment has gone through - this usually happens at the ballot where the treasurer brings their list of payments and you bring your list of members to compare. Therefore you must update the membership list with new members' details BEFORE the ballot meeting each term.

### - steps to take when they join

- receipt if paid cash
- possibly a welcome e-mail including membership benefits and refund policy (can be found at <http://www.ouwc.org/membership/> )
- add details to membership spreadsheet
- add to 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. Normally the email address to add will look like: [firstname.lastname@college-or-department.ox.ac.uk](mailto:firstname.lastname@college-or-department.ox.ac.uk)
- add to walking-general mailing list if they have indicated on their membership form that they would like this

For the membership secretary, the **Data Protection Act** is important – see the <http://www.ouwc.org/membership/> for more details

Normally the treasurer will deal with the majority of payments for trips & membership, but if you have received payment for membership this must be given to the Treasurer at the next committee meeting at the latest.

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

### **3.1 Membership forms**

It is important that a **hard copy of a membership form is kept for each member**. This can involve printing forms that have been sent to you by email, and the club can reimburse printing costs as long as you have proof of them. 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 ideally 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 3 years or more.

### **4. British Mountaineering Council (BMC)**

The British Mountaineering Council (BMC) is our national governing body and they provide insurance for us. OUWC is affiliated to the BMC as a student club. Our club membership number is: **B454689**.

Overview:

1. Register new members with the BMC each term.
2. Serve as OUWC's main point of contact for the BMC and distribute BMC information to committee.

## **4.1 Registering members with the BMC**

This is a long section as there is a lot of relevant information! Feel free to ask the committee if you have any confusion.

### **Important background information on the ballot meeting:**

The ballot is conducted by the treasurer, membership secretary, trip & safety co-ordinator and organisers of weekend or minibus day trips, and is usually near the beginning of the 2<sup>nd</sup> week of each term. It is for the purpose of fairly allocating places for members on over-subscribed trips, by a random balloting procedure. During the ballot meeting, it should be confirmed with the treasurer which people have paid for membership as well as trips, because if they haven't paid for membership or the trip then they shouldn't be entered for the trip ballot. Members who have paid for a particular trip, but do not get a place due to the limited number of spaces available, are put on the waiting list for that trip so that they may be able to get a place if members who already have a place decide to drop out of the trip. Members on the waiting list for a trip may decide to stay on the waiting list, and if they still do not get a place on the trip they can get a refund of the trip fee after the trip has run. This way, they remain a member of the club and may be eligible for a priority place on a trip of their choice for the next term (this is the case if they do not get a place on any of the trips that they entered the ballot for in a particular term, and they did not forfeit their place on the waiting list for an early refund). Alternatively, they may decide to get an early refund on their trip fee, or get a refund of their trip fee as well as membership fee and cease to be a member of the club. As outlined on [www.ouwc.org](http://www.ouwc.org) under the "membership" section, "in most cases, membership is non-refundable, particularly as we have to pay subscriptions to the BMC for each member. We recognize that you may wish to join solely to go on a Club trip, so under some conditions you may cancel membership. Memberships taken out during 1st or 2nd Week of any term may be cancelled with full refund if requested by the end of 2nd Week of the same term, provided that the member has not got places on any trips nor made any other use of the membership meanwhile. On cancellation of membership, any places on reserve lists for trips, as well as any place on the priority list for trip allocation in future terms, will be forfeit."

### **The BMC's insurance:**

Information on the details of the insurance offered by the BMC is circulated by the BMC via email, available on the BMC's website and also in hard copy in the membership secretary's

file (although this may not be 100% up to date).

You should register new members with the BMC shortly after the ballot meeting in each term, preferably before the first club trip that term runs, once people have had a chance to join the club or renew membership for the year, and you know which members would like a refund of their membership. It is best that the BMC have a complete and up to date list of our members before any trips are run, so in the event of an insurance claim, they already have a reliable list of members' details, including all those who went on the trip for which there was a claim. If a claim is made regarding an OUWC member who has not been registered, the BMC will rely on our records of club membership, which is not as reliable from their point of view as their own records, and they will require sufficient proof that someone is a club member.

However, if it is not possible for some reason to register new members with the BMC before trips run in a particular term, the **final deadline for registering new members that joined in a particular term is the time when you register new members in the next term.** eg. If you haven't registered one or more members who joined the club in Michaelmas term, the latest time that you can register these members is along with registration of new members in Hilary term. This ≈3 month period over which members of OUWC are insured without having been officially registered with the BMC is termed a "grace period," and is offered by the BMC due to the difficulty of fitting insurance around university timetables. People who become OUWC members at the last minute before a particular trip runs, in order to fill a vacant space that has become available on the trip, should be registered with the BMC the moment that they join if possible, but otherwise their registration can wait until the next "batch" at the beginning of the next term. **Overall: it is important to keep our records of club membership up to date, and it is best that registration of members with the BMC be quite shortly after the ballot and subsequent refunds of membership.**

#### Registration procedure:

The BMC will send you, by email, a renewal form, among other documents (including their most up to date list of our membership), before Michaelmas Term starts. When you register new members with the BMC each term, this renewal form should be filled in and returned with a cheque (from the treasurer) by post, and a spreadsheet with the personal details of new members that the BMC requires for insurance purposes should be sent by email. The personal details required by the BMC are indicated on the membership spreadsheet. This list may be emailed to the BMC and should be password protected, and the password emailed separately. The current contact is Clonagh Delderfield:

**clonagh@thebmc.co.uk**

New members should then be registered with the BMC regularly through the year in the same way. Update once each term usually in 3<sup>rd</sup> week after any membership refunds for people who did not get on trips.

## **Subscription fees to the BMC:**

Currently, the fees for insurance are **£9.75 per student member and £13.25 per non-student member**. Non-student members of OUWC are university staff, post-docs and external members. The renewal form that the BMC sends to the membership secretary is for student clubs and so does not account for non-student members: therefore it simply states that fees are £9.75 per club member. This is not the case for OUWC: the BMC request that, each term, we send a note with the renewal form and cheque, indicating the number of non-student members we are registering at £13.25 each, and the number of student members we are registering at £9.75 each, so that they may check that we are paying the correct fees for our members.

## **4.2 Acting as the club's main point of contact for the BMC**

Mainly – forwarding e-mails to committee! Easy!

## **5. Registration with SportsFed**

The membership registration form needs to be filled out and returned to [ousfpresident@sport.ox.ac.uk](mailto:ousfpresident@sport.ox.ac.uk) by Friday of 6<sup>th</sup> week each term. An example blank form is included in one of the SportsFed mail outs at the beginning of term. The information required from the database is First name, surname, college, OSS number, membership type (e.g. undergrad, graduate), paid (Y/N) and graduation year. Remember to password protect and send the password on a separate email as with the BMC registration.

## **6. Meetings!**

There aren't too many of these, but some details are below.

### **6.1 Membership secretary's report at committee meetings**

Committee meeting usually occur every two weeks, on Tuesday evenings at the University Club, and last for 1 hour. All committee members present give a brief report that is recorded by the secretary in the minutes of the meeting. Report on things that you have been doing in your role as membership secretary since the last committee meeting/things that need to be done in the near future, and generally anything that you feel is relevant and would be useful for the rest of the committee to know. Ask questions about anything that you are confused about too – committee members will be keen to help!

### **6.2 Membership secretary's report at the TGM**

The termly general meeting (TGM) occurs in 8<sup>th</sup> week of each term at G&D's on St. Aldates.

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 non-University members (see above). Also say how many places are currently available for non-University members.
3. Change in membership since the last TGM.
4. Any other important details that you feel should be recorded in the minutes.

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.

It will be necessary to submit a written report to the secretary after each TGM, for the club records. The report should be in the same format as outlined above. If you like, refer to the minutes of the previous TGM, or ask the previous membership secretary for an old TGM report, to get an idea of what your written report should be like.

## **7. 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. 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.

## **8. Other tasks:**

1. Review list of membership benefits on the website and ask the webmaster to update them as new benefits emerge.
2. **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.
3. If a member asks for the Simply Hike UK discount code (one of the membership benefits among many other discounts at outdoor stores) it is currently OXFUNI.
4. **Multiple membership form** – If OUWC members are also members of another BMC affiliated club, they can claim back some of their membership fees from the BMC. Ask the President to advertise this in their mail out once a term. If this applies to anyone, send them a copy of the BMC's multiple membership form and their BMC number (you'll receive these from Clonagh after registration).