

1. District Membership Secretary (England Wales)

Overall role and responsibility

To be responsible for recruiting new members, supporting them to complete their Woodcraft Folk membership application & DBS disclosure application form online and seeking references for all volunteers working directly with children and young people in your Woodcraft Folk district.

Specific responsibilities

1. Be aware and up to date on Woodcraft Folk policies, particularly Safeguarding Children (vetting procedures), equal opportunities, volunteering policy, Data protection and the Recruitment of Ex-Offenders.
2. Promote the benefits of Woodcraft Folk membership to parents, children, Venturers, District Fellows and potential volunteers.
3. Meet all new candidates signing up for membership, assisting them to complete a Woodcraft Folk membership application form, DBS disclosure application and check their photographic identity and other identification.
4. Seek 2 references for all new members wanting to work with children and young people in your Woodcraft Folk district, informing the Membership & Groups Officer when satisfactory references have been received.
5. Forward all completed membership applications to the Membership & Groups Officer.
6. Verify online DBS applications on the GBG website.
7. Witness outstanding DBS certificates for members who have completed a paper DBS application form and report back to the Membership & Groups Officer.
8. To access the online Membership database on behalf of your district.
9. To support the Membership & Groups Officer in reminding existing members to renew their membership annually and update their DBS disclosure every 3 years.
10. To identify non-active member, so that their membership status may be changed to Friends of the Folk member.
11. Keep confidential all personal records held on Woodcraft Folk members in your district.
12. To keep up to date with the latest changes to the Disclosure & Barring Service.
13. Report regularly on the membership situation to the District Council and provide information to group leaders and camp organisers as required.

Key Contacts

You should be in regular contact with your local District Coordinator, local Safeguarding officer and Group contacts. You are also encouraged to seek clarification on membership or disclosure issues by contacting the Membership & Groups Officer on 020 7703 4173 or membership@woodcraft.org.uk.

Recommended partner links

To assist in duties you may find it useful to develop links with your local Volunteer Centre and Safeguarding Children Board. Both should be able to provide guidance and training on volunteer recruitment, selection and safeguarding issues.

NB: Please note some districts choose to delegate some of these tasks and may recruit 'Group Membership Secretaries' and 'Volunteer Coordinators', where this happens the District Membership Secretary is responsible for recruiting, training and supervising those who carry out the delegated tasks.