

JOB OUTLINE FOR MEMBERSHIP SECRETARY

Purpose

The post holder will be responsible for ensuring that all the procedures for enrolment of members of Beccles U3A are completed in a correct and timely manner.

He / she will be a member of the Executive Committee.

Responsibilities

The Post Holder will:

1. Follow the procedures approved by the Executive Committee for the enrolment of members.
2. Maintain the database which records information about the membership.
3. Create attendance sheets for the monthly meetings.
4. Supply a copy of the relevant sections of the database to the Business Secretary, and Group Interests Coordinator as required.
5. Maintain a list of members' names and addresses in the format required by the Third Age Trust and supply quarterly updates to their printers.
6. Follow the procedures agreed with the Treasurer for the handling of income in respect of subscriptions received (to include renewals, new individual and joint memberships allowing for the sliding scale and those people who are existing members of another U3A)
7. Hold a supply of all types of membership forms.
8. Create and issue membership cards annually.
9. Inform the Editor of the Newsletter of the number of copies required for each edition.
10. Post copies of the Newsletter to members who do not have an email address.
11. Ensure that Beccles U3A conforms to the requirements of the Data Protection Act
12. If a Gift Aid Scheme is in place, keep information up to date and pass on relevant information to the Treasurer.
13. Provide any data as may reasonably be requested by the Committee, and contribute to the Trustees Annual Report

March 2015