

Bishop's Cleeve U3A

Job Description: Membership Secretary

- To attend committee meetings as required and monthly Open Meetings to deal with membership applications or queries.
- To accept email, postal and telephone queries about membership; to advise on finding forms and information online from our website. Alternatively, to send a new members application form by post with a Gift Aid form, a General Information leaflet and a Copy of the Clarion. On joining the new member will be sent a Welcome Letter and a Membership Card.
- To receive applications for membership and renewal membership either on line, by post or at the open meeting.
- To check details of the other U3A for those claiming a reduced fee, unless a valid card is produced showing a current membership.
- To record all member's details on Beacon.
- To record payments made by cheque or cash and pass payments to the Treasurer.
- To produce lists of members who collect their Clarion from the open meetings, or who have paid to have them posted or are hand delivered by a volunteer.
- To provide membership names and addresses to the printers of the Third Age Matters magazine 5 times per year.