

## Exeter U3A Executive Committee Role Description

### **Title of Role    Membership Secretary**

#### **The Role**

To be the first point of contact for new members, organising and monitoring all aspects of the membership process for Exeter U3A.

#### **Principal tasks/activities**

Respond to public enquiries regarding membership

Maintain a secure database of members' details and keep secure backups, being mindful of data protection legislation [and advice from the Third Age Trust](#).

Review the content of membership forms at least once a year

Maintain supplies of Membership Forms, envelopes, stamps and information about interest groups.

Send out annual renewal forms to current members.

Deal with membership enquiries in person at monthly meetings, on the phone and via email from our website.

Pass all monies received to the Treasurer.

Keep records of expenses to pass to Treasurer

Inform Third Age Trust of members details for 'Third Age Matters' as required

Keep the necessary Committee members informed of new members and members' contact details, as appropriate.

Feed members' comments and concerns back to the Committee.

#### **Estimated time required**