

u3a Guernsey

MEMBERSHIP SECRETARY

Terms of Reference

PURPOSE

To provide information to prospective members and be responsible for administration pertaining to u3a membership.

ROLE SUMMARY

- To oversee the membership process and collection of membership fees.
- To maintain good records of membership on the Beacon database.
- To oversee the membership renewal process.

MAIN RESPONSIBILITIES

1. To respond to enquirers from prospective members and provide them with information on the ethos of the u3a organisation, costs and the membership application process.
2. To support the New Members' Coordinator in reviewing the 'Welcome pack'.
3. To process membership forms, update Beacon and issue membership card if appropriate.
4. To liaise closely with the Media Team Leader to ensure the website has accurate and up to date information on becoming a member.
5. To review the membership application form periodically to ensure it is fit for purpose.
6. To liaise with the Treasurer on the financial aspects of membership eg. accepted methods of payment, payment of fees, etc.
7. To oversee the renewal process.
8. To be responsible for sending out reminders when renewal is due.
9. To maintain records of membership using Beacon.
10. To liaise with person in charge of Beacon-database to ensure all non-payers are deleted once the grace period is over.
11. To attend Executive Committee meetings and provide accurate figures for new members and the total number of current members.
12. To answer emails sent to u3aguernsey.membership@gmail.com.
13. To carry out a comprehensive handover to a new Membership Secretary when applicable.

These Terms of Reference will be reviewed prior to the appointment of a new Membership Secretary and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.