



## **HASTINGS & ROTHER U3A**

### **INITIAL MEMBERSHIP ENQUIRIES**

### **DUTIES AND RESPONSIBILITIES**

1. Be the named contact person for new membership enquiries with the Third Age Trust (TAT), East Sussex Community Information Service (ESCIS) and other appropriate bodies.
2. Respond to phone calls, emails and direct approaches of potential new members. Explain the principles of the U3A, Hastings and Rother U3A and answer any questions.
3. Provide Application Form with Introductory Letter, or email response.
4. Keep Introductory Letter and Application Form up to date online and arrange printing of same.
5. Make up **Introductory Packs**, (to include introductory letter, application form, group list (without contact details), the TAT booklet and Who We Are leaflet. Distribute these to Welcomers, Coffee Morning Convenors and others as appropriate.
6. Coordinate with the Database Administrator and Treasurer's Assistant regarding Renewal Forms to maintain accuracy and continuity of content.
7. Attend monthly meetings to help visitors who may wish to join our U3A.
8. Attend Committee Meetings.

Laura Wright, March 2017