



## **HASTINGS & ROTHER U3A**

### **JOB DESCRIPTION FOR MEMBER RECORDS**

### **DUTIES AND RESPONSIBILITIES**

Beacon is the new database used to maintain records of our members and a basic knowledge of using a computer would be useful. Full training is provided, together with a step by step guide for each of the processes listed below.

#### **RENEWALS**

- 1) Receive completed renewal forms from the **Treasurer/Treasurer Assistant** after the details have been entered on the Beacon system.
- 2) Prepare **WELCOME PACK** for renewed members.
  - Bookmark, latest newsletter, groups list, and SUN leaflet.
  - File the forms.

#### **NEW MEMBERS**

- 3) Receive new member application forms from the Treasurer/Treasurer Assistant. The details will already have been entered on the Beacon System by the Treasurer/Treasurer Assistant.

Prepare **WELCOME PACK** to send to new member:

- welcome letter, bookmark, latest newsletter, groups list, and SUN leaflet.
- File the forms.

#### **GENERAL**

- 4) Deal with telephone and email queries.

*Full training and support, together with a step by step guide on how to use Beacon will be provided*