



LEIGH & DISTRICT U3A

JOB DESCRIPTION FOR MEMBERSHIP SECRETARY

DUTIES & RESPONSIBILITIES

The **Membership Secretary** is the point of contact for people applying to join the U3A.

GENERAL DUTIES

- Report membership statistics at committee meetings.
- Release members' personal information, if requested, under GDPR.
- Maintain and execute the procedures for:
 - Application of new members.
 - Renewal of members.
- Work with the Beacon software to store, organise and manage members' data.
- Produce membership cards & welcome packs
- Maintain and process appropriate documentation for all members:
 - New members Application forms.
 - Gift Aid forms.
- Inform the Committee on March 31st the maximum number of members registered in the previous financial year.
- Try to ensure members' details (including emergency contact details) are up to date by conducting regular membership details reviews (once or twice a year).
- Maintain members' opt-in/opt-out choices using Google forms.
- Be aware of inactive members who may want to suspend U3A communication for a while (e.g. long term illness).
- Be aware of deaths of members and act swiftly to avoid unwanted emails or other communication.
- Conduct occasional membership surveys, using Google forms, as necessary.
- Liaise with Treasurer regarding membership fees (new & renewals).
- Liaise with Beacon Administrator & Webmaster as necessary.
- Answer queries from members regarding membership.
- Produce & submit a list of members' names & addresses to enable receipt of TAM as required during the TAM submission windows.