



NORTHAMPTON

Job Description - Membership Secretary

Responsibilities:

Respond promptly to all enquiries
Deal with applications promptly
Update and maintain the records, both paper and computer (Beacon) based
Invite appropriate members to a New Members Meeting, held three times a year
Deal with Membership renewals
Pass monies received to the Treasurer
Pass Gift Aid forms to the Treasurer
Pass on Application forms to the Group Liaison officer

Provide National Office with information for TAM issue

Works with:

The Membership Secretary works with all members of the Committee, but most closely with the Treasurer, the Webmaster and the Group Liaison Officer(s) to ensure that all information is kept up to date and so maintained.

Tasks: General:

Attend committee meetings
Attend the monthly general meetings
Attend other functions as necessary

Tasks: Specific:

1. Respond to/answer enquiries concerning membership etc.
 - by email, telephone or in person
 - provide printed information pack for those not able to access the internet or who do not have a printer. This currently comprises of:-
 - a 'thank you' letter
 - an application form
 - a gift aid form
 - list of interest groups (kept up to date as necessary)
 - statement of U3A vision and mission
 - official U3A leaflet
2. Receive Membership Applications and check that:-

- the form has been fully completed and signed
- the cheque is, dated and signed
- if gift aided, the form is correctly completed, dated and signed

3. Process applications as follows:

- check to see if this is a lapsed or a new member
- add the new member's details; if lapsed check and update the details as necessary
- record name, number and payment in payments book
- prepare membership card
- Print off appropriate literature comprising:-

Welcome letter
Conditions of Membership
Diagram of benefits

- Prepare a large envelope and post the above printed matter with the membership card and a car sticker, the latest Northampton U3A Newsletter and any subsequent monthly News sheet(s).

4. Pass cheques and gift aid forms to the treasurer, and the processed application forms to the GLO. Note that I enter the membership number on these documents including on reverse of the cheques
5. Regularly advise the Webmaster of the membership total
6. Receive and deal with all notifications of changes in members' details as in 3 above.
7. Prepare spreadsheet to facilitate organising New Members meetings currently held about three times a year. Issue individual letters of invitation and keep track of acceptances, attendances, etc. Advise the GLO on the day before of those coming. Prepare name labels for attendees and lists of those attending/unable/no reply for the meeting itself
8. Facilitate annual renewals by providing 'Quick renewal forms' which can be completed at the Jan, Feb, March and April (last opportunity) monthly meetings. Include same in November newsletter, and have a supply of membership cards to issue.

Update Beacon and other records processing as necessary.
9. Using Beacon, obtain names and addresses in the prescribed format for those members who wish to receive Third Age Matters magazine and upload the file to National office via the secure portal, currently 5 times per year
10. Keep record of all appropriate expenditure for submission to the treasurer.