



Approved by Committee 03/03/2022

### **Role of Membership Secretary**

The role of the Membership Secretary is to ensure that membership details are securely maintained for existing members, and that appropriate information is supplied to prospective members of Olton & District u3a. The Membership Secretary will work with other officers to ensure the continued success of Olton & District u3a.

The following lists the main functions of the Membership Secretary:

- Manage the appropriate paperwork at renewal time and organise a system for member renewal in association with the Treasurer and database administrator.
- Liaise with the Treasurer to handle renewals for existing members at the start of the subscription year.
- Liaise with the Treasurer to manage membership fees.
- Deal with initial enquiries from prospective members and distribute information on request to prospective members.
- Liaise with the Treasurer to handle enrolment and collection of subscriptions from new members.
- Pass details of new members with record of interests to the Chairman, Vice Chairman and Groups Co-ordinator.
- Organise meetings for new members.
- Distribute monthly newsletter by email to those members with a registered email address and to those members without a registered email address.
- Keep accurate records of attendance at Core Meetings.
- Keep accurate record of all visitors to Core and all other meetings and prepare an overall record.
- Report membership numbers at the committee meeting.
- Provide TAM updates as required by National Office.
- Enable continuity for the position of Membership Secretary at the end of the term of office.