

## **Paisley U3A**

### **Membership Secretary – Role and Responsibilities**

In outline, the membership secretary is concerned with the management of the records of the membership on a database and keeping them secure.

#### **1 General**

- a) Add new members
- b) Change contact details when informed and delete those who have moved, resigned or died.
- c) Inform the Chair and distributor of the newsletter (email and post) of these changes.
- d) Compile a monthly report listing number of new members, total membership and present to committee meetings.
- e) Email full membership list to committee members as required.
- f) Maintain an up-to-date data base for U3A trust and their magazine distributors.

#### **2 New members**

- a) On receipt of an application form issue a membership card and a receipt, with a copy of current newsletter and list of activity groups, either by email or paper copy.
- b) Send a list of new members to the chair once a month.
- c) Attend New Members Desk at General meetings.

#### **3 Renewals**

- a) With the membership year starting in October put a notice of subscription renewal in the newsletters in September, October and November.
- b) Organise and attend Renewal Desk at General meetings in October and November.
- c) On receipt of subscription enter the details onto database and issue membership card and receipt.
- d) On request from Group Co-ordinator or a Group Leader check if members of an Activity Group have renewed.
- e) Put a final reminder in the December newsletter. Email the remainder who have not renewed at the end of December, to remind and enquire why?
- f) Delete from current data base those who have not paid by end of January, and keep in separate data base for reference.