

# Romsey & District u3a

## ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

**ROLE: ASSISTANT MEMBERSHIP SECRETARY** (does not need to be a trustee)

### Role Description

Support the Membership Secretary with the specified responsibilities

### Term of office

There is no specified term. You may contribute for as long as you choose to.

### Commitment

2 hours weekly April to June thereafter one hour per month

### Relationships

All members regardless of role

### Details of the Role

Overall purpose	Support the Membership Secretary.
Responsibilities:	Undertake the Membership Secretary's role during any absences. In February prepare the membership renewal notice, in consultation with the Treasurer, for inclusion in the March Bulletin In April prepare the next year's membership cards and print labels In July contact all interest groups for a current list of members and update the Beacon groups' records. Each month arrive at Crosfield Hall with membership register printed single sided, for Meeter and Greeter sign in. Collect afterwards, update attendance table and send to Secretary. On a quarterly basis update TAT with addresses for TAM
Knowledge and skills required	Competent with the use of MS Word and Excel and the Membership Database
Resources needed	Computer, internet connection and telephone. Expenses are reimbursable.
Resources available	Beacon database. Webmail and email account <a href="mailto:xxxx@romseyu3a.org.uk">xxxx@romseyu3a.org.uk</a>