

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

Role Description

Process applications for and renewals of membership.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

Commitment

2 hours daily April to June thereafter one hour per week

Relationships

With all members regardless of their roles. With treasurer for banking of membership fees, Third age Trust capitation fees and Gift Aid.

Details of the Role

Overall purpose	To Process applications for and renewals of membership and maintain an accurate record of all member's membership and personal details.
Responsibilities:	<p>Respond to all queries regarding membership, sending an Information Pack to those wishing to join.</p> <p>Receive and process membership applications and renewals promptly and accurately</p> <p>Receive members' cheque or cash subscriptions and pass to Treasurer</p> <p>Provide new members with a Welcome Pack and membership card following payment of subscriptions. Provide details of new members to the Chair.</p> <p>Keep membership information on Beacon database up to date.</p> <p>Inform Publications Manager by email of new members wishing to have newsletter in hard copy.</p> <p>Inform the Chair if a member has died so that a condolence card can be sent.</p> <p>Present report of membership status to Management Committee meetings.</p> <p>Each March provide membership numbers for the Third Age Trust capitation fee and gift aid number to the Treasurer.</p>
Knowledge and	Careful attention to detail, comfortable with the use of an online

skills required	membership database.
Resources needed	Computer, internet connection and 'phone. Expenses are reimbursable.
Resources available	Assistant Membership Secretary. Beacon database. Membership application and renewal forms. Webmail and email account membership@romseyu3a.org.uk