

Membership Secretary Tiverton u3a

Role Description

To work within the agreed, guidance, policies and procedures of Tiverton U3A

Attend committee meetings. Prepare and email membership report to the committee before meeting for discussion.

Liaise with Treasurer on financial aspects of membership

Receive completed membership application forms. Record on Beacon, respond promptly to new members. Store members personal information securely in agreement with the GDPR policy of Tiverton u3A

Remind members of the subscription renewal date giving reasonable notice. Review membership form and renewal arrangements to ensure they reflect current needs.

Send a Welcome information letter, to each new member either electronically or by post : to include the current constitution, newsletter and interest groups . Ensure new members receive their membership number with explanation of the Website, members portal and how to amend personal information.

Respond to prospective members as quickly as possible. Manage all enquiries regarding membership whether by email, website, post or telephone.

Ensure the current membership list is updated regularly.

Liaise with Webmaster, regarding members details and any other relevant matters

Liaise with the Groups Co-ordinator, to ensure that all members have current U3A membership

Attend the monthly meetings. Have available membership application forms and relevant information. Advise the meetings, secretary, Chairperson, and hosts, of new members and those expected at the next monthly meeting.

June 2018