

New Member Coordinator Role

Job Description

This document is for guidance only and is not definitive

1. Role summary

To advertise using all methods the existence, benefits, and advantages that this organisation provides and encourage and welcome new members. To provide sufficient information for prospective and new members to make informed choices. In conjunction with the Membership Secretary the information will be shared to ensure that anyone showing interest is followed up.

2. Main responsibilities

- Send an email or make a phone call to welcome new members each month.
- To receive information about new / prospective members from the Membership Secretary and via the website
- Inform the Membership Secretary of any new members you become aware of
- Publicise Torbay u3a in the absence of a Publicity Officer
- Host "Meet the u3a" meetings, taking leaflets, u3a matters, monthly newsletter and membership forms
- Meet and greet new members at the monthly meetings.
- Arrange for greeters to welcome and sit with the new members
- Organise new member meetings when considered appropriate
 - Book the venue
 - Organise refreshments
 - Invite Group Leaders
 - Invite the Chairman, Membership Secretary.
 - Invite new members

Meeting format:

- Chairman's welcome
- New Member Coordinator introduces the group leaders who are present
- Group leaders talk briefly about their groups

3. Other

- To carry out a comprehensive handover to a new New Member Coordinator when appropriate.