



Upminster u3a Membership Secretary Job Description

1. Add new Members to Beacon, print Membership badge and welcome letter and send to new member, after checking membership fee has been paid.
2. Add new members to "New Members" group on Beacon
3. Membership Badge software needs to be kept updated with new members. This is a spreadsheet which can be updated with a download from Beacon.
4. Keep Beacon up to date with Membership details and Group membership
5. Add an article to Monthly Newsletter with New members and current membership
6. Send out Renewal Notices for Membership in Feb for April Renewal. (Membership year is from 1st April to 31st March), having agreed renewal fee and new membership fee in Committee meeting in Jan/Feb. Remind members who have not renewed at end of March that membership will lapse at the end of April. Any not paid by end of April mark them as lapsed on Beacon.
7. Collect renewal forms and fees, pass fees onto Treasurer, enter renewals into Beacon.
8. At monthly meetings, have laptop updated with current membership, downloaded from Beacon, in order to scan members into the meeting.
9. At committee meetings report on membership figures and Beacon updates.
10. Write a note for the Newsletter re current membership and any new members
11. On the notification of a death of a member, mark the user as deceased in Beacon and remove name from any groups, notifying the relevant group leaders.

Beacon

1. Send out notices of downtime where appropriate
2. Keep up to date System Users, creating new users as required and deleting old users.
3. Unblock email accounts
4. Data export and backup regularly for backup

Other

1. Print and send out monthly Newsletter
2. Print and send out Coach Trips and also create a group on Beacon for the trip.
3. Set up microphone (and projector) for speaker at monthly meetings

Equipment held

Laptop –with badge printer
Membership Sec
Canon printer 1
Canon printer 2
Flipchart
Microphone
Projector