

## **MEMBERSHIP SECRETARY ROLE DESCRIPTION**

### **1. Role summary**

- To provide appropriate information to prospective new members
- To be responsible for paperwork and administration pertaining to u3a membership

### **2. Responsibilities Pertaining to New Members**

- Respond to enquiries from prospective new members.
- Provide prospective new members with information about Wendover u3a, the application process, membership fees and Gift Aid.
- Ensure that new members' application forms are properly completed and retained securely.  
Ensure that:
  1. *A copy of the membership form is passed to the Database Manager so registration can be completed and a membership number assigned*
  2. *A copy of the membership form is passed to the Treasurer together with subscription cheques where appropriate*
- Provide new members with membership cards, ICE (in case of emergency) cards and membership information
- Inform new members about the Wendover u3a website, its content and how to access it
- In conjunction with the Groups Coordinators, provide new members with information about Interest Groups and which Groups have vacancies
- Deal with any issues arising from new members having special needs.
- Ensure that new members are welcomed at their 1<sup>st</sup> monthly meeting and introduced to the membership
- With the help of other Committee members, set up welcome coffee mornings for groups of new members

### **3. Responsibilities Pertaining to Existing Members**

- Assist Treasurer to ensure annual membership fees are paid and follow up on members who have not renewed their membership

### **4. General Responsibilities**

- Maintain membership packs
- Ensure that documents to do with membership, such as application forms are kept up to date