



## WEYMOUTH & PORTLAND

### MEMBERSHIP SECRETARY

The membership secretary is responsible for looking after the membership enrolment and associated record keeping. Membership secretary may also carry out other roles.

#### Tasks

- Point of contact for all membership enquiries
- Dealing with new membership and renewal documentation
- Inputting membership information into beacon
- Updating individual records as requested by a member
- Organising the annual subscription renewal and printing of new membership cards
- Welcoming new members, sending out relevant information when they join throughout the year
- Organising occasional coffee mornings for new members
- Ensure application forms are up to date and meet current requirements
- Ensure membership forms and Beacon data are stored for 7 years after membership lapses.
- Regular download and submission from Beacon database of file containing members' names and addresses who require the Third Age Matters magazines.
- Printing door lists for the regular monthly meetings
- Reporting membership statistics to the Committee at its monthly meeting
- Accurately record members' gift aid eligibility on the Beacon system
- Assist Treasurer (if necessary) with Annual Gift aid submission
- Dealing with any other items that may arise relating to U3A membership