



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Membership Secretary

1. Maintain a current Masterfile of Members' data in secure storage.
2. Retain and archive hard copy of Membership Application forms.
3. Assist aspiring Members by answering questions, supplying Application Forms and encouraging them to use the website.
4. Request new applicants to complete the Membership Application and return to the Membership Secretary, together with the required fee.
5. Enter new Members' data on the Masterfile and assign a unique Membership Number to each new Member. Pass the new Members' data and Membership fees to the Treasurer.
6. Supply Membership data, when requested and on a need-to-know basis, to other Committee Members and Group Conveners.
7. Provide attendance registers, both for Members and visitors, at Speaker meetings, the AGM and the Meet the Groups meeting. Collect fees from visitors and pass to the Treasurer.
8. Provide, when required, postal address lists, in the format specified by U3A, to the distributors of the Third Age Trust Magazine.
9. Take responsibility for the design, production and distribution of Membership Cards.
10. Assist the Treasurer with Membership Renewals.
11. Attend monthly Committee Meetings and carry out agreed actions.
12. Report on the status of Membership at Committee Meetings.