

## Membership Secretary

Key area	Key responsibilities	Tasks
<b>Generic</b>		<ul style="list-style-type: none"> <li>• See generic role description</li> </ul>
<b>Governance</b>	Enrolment New members	<ul style="list-style-type: none"> <li>• Attend and provide an enrolment / renewal facility at the Meet and Greet Day</li> <li>• Review New Member Application form to ensure this meets information needed, including the General Data Protection Regulation</li> <li>• Record new member applications and fee payments</li> </ul>
	Enrolment - renewals	<ul style="list-style-type: none"> <li>• Organise the annual renewal process with the Beacon Managers</li> <li>• Review the process annually</li> <li>• Liaise BACs payments with the Treasurer</li> <li>• Receive cheque payments and pass to Treasurer</li> <li>• Check and monitor on - line renewals</li> <li>• Follow up and analyse non-renewals</li> <li>• Organise renewal letters in consultation with Chair and Beacon Manager and send out renewal reminders mid -October</li> <li>• Record renewals and new member details on Beacon</li> <li>• Continued monitoring of current members, new members and outstanding renewals</li> </ul>
<b>Committee duties</b>	Committee Meetings	<ul style="list-style-type: none"> <li>• Provide committee with any relevant information relating to enrolments / membership</li> </ul>
<b>Member support</b>	Member updates / communication	<ul style="list-style-type: none"> <li>• Manage membership secretary table at monthly meetings</li> <li>• Assist with administration of the</li> <li>• Point of contact for Group Leaders when checking valid membership details</li> </ul>
<b>Public interface</b>	Communication	<ul style="list-style-type: none"> <li>• Act as point of contact for new member enquiries/ applications via email, phone, letter etc.</li> <li>• Answer reduced fee enquiries from members of other U3As</li> </ul>
<b>Agreed</b>	14/09/2021	