

Roles and Responsibilities

Membership Secretary

Summary

1. To become familiar with the Membership Application Form and the Constitution.
2. To provide information to prospective members.
3. To be responsible for administration pertaining to u3a membership.
4. To maintain accurate membership records in the desired format.

Responsibilities

- Responding to enquiries from prospective members.
- Developing joining packs for new members.
- Arranging regular new members meetings and consider setting up a buddy system so that they feel welcomed and included from the start.
- Production and distribution of membership cards.
- Delegate gathering emergency contact details as required.
- Maintaining close contact with the Group Coordinator in order to provide new members with accurate information about availability in interest groups.
- Liaise closely with the member responsible for the website to ensure that joining information is accurate and up to date.
- Review the membership application form periodically to ensure it is fit for purpose.
- Maintaining up to date membership information in line with GDPR requirements and overseeing deletion of redundant membership information.
- Providing the committee with accurate figures for new members and the total number of current members.
- Liaising with the Treasurer on the financial aspects of membership e.g. accepted methods of payment, pro-rata subscriptions etc.
- Overseeing the renewal process.
- Sending out reminders and final reminders when renewal is due.
- Encouraging members to consider signing up to gift aid if they have not already done so.
- Maintaining a record of those members who wish to gift aid and passing the paperwork to the treasurer.
- Ensuring all non-renewals are deleted once the grace period is over and reminding group leaders to check that their group members have all rejoined.