

Membership Secretary

Main Purpose of the Role

To manage the membership details in a correct and timely manner in accordance with the Constitution

Tasks and Duties

- Manage the membership processes at AGM and monthly meetings as agreed.
- Ensure that the Members Area of the website is up to date
- Be the focal point for anyone with questions about Membership
- To maintain and update the database containing details of all members of the Association.
- To reconcile receipts against the membership list following renewals meetings
- After each meeting, to submit to the Treasurer details of how many new members and renewals were received.
- To compile statistical data in relation to membership as and when required
- To report membership numbers and any other matters relevant to the membership to the Committee
- To report AGM attendance figures to the Committee
- To answer queries from members relating to membership matters
- To arrange, in conjunction with the Committee, the renewal dates for membership and advertise these dates by sending information to the Social Media Editor
- To produce card labels for membership renewals and producing labels for lost or stolen cards
- To set up the new members and renewal desks at AGM and Events as agreed
- To retain application forms of members for a period of 6 years (prior to 2019 as electronic since then, which due to Data Protection are fully removed 6 months after non renewal)
- To have read and understood the Constitution and the Internal Regulations

Skills and Knowledge

- To have a good working knowledge of Microsoft Word and Excel
- To have good communication skills, both written and oral
- To have good organisational skills.