

# Membership Secretary

## Role Description 2023

- To work within the agreed, guidance, policies and procedures of Tiverton U3A
- Attend committee meetings.
- Prepare and email membership report to the committee before meeting for discussion, if requested by the Chair.
- Liaise with Treasurer on financial aspects of membership
- Receive completed membership application forms.
- Record membership details on Beacon, respond promptly to new members.
- Store members personal information securely in agreement with the GDPR policy of Tiverton u3A
- Remind members of the subscription renewal date giving reasonable notice.
- Review membership form and renewal arrangements annually to ensure they reflect current needs.
- Send a Welcome information email/letter, to each new member either electronically or by post:
  - to include reference to the current constitution, newsletter and interest groups.
- Ensure new members receive their membership number with explanation of the Website, members portal and how to amend personal information.
- Respond to prospective members as quickly as possible.
- Manage all enquiries regarding membership whether by email, website, post or telephone.
- Ensure the current membership list is updated regularly.
- Liaise with Webmaster, regarding members details and any other relevant matters
- Attend the monthly meetings.
- Have available membership application forms and relevant information at meetings.
- Advise the meetings, secretary, Chairperson, and hosts, of new members and those expected at the next monthly meeting.