



Role Description

Membership Secretary

Introduction

The membership secretary is the first point of contact for all membership enquiries and is the membership database controller. She/he keeps the committee informed of numbers throughout the year.

Tasks

- Attend all committee, monthly and annual general meetings (or arrange a stand-in). Provide a Membership Report with statistics on membership and any other relevant information since the last committee meeting. This should be emailed to all committee members in advance of the committee meeting as requested by The Secretary
- First point of contact on all membership matters/enquiries.
- Provide all new members with a membership card, membership information sheet, a personal invitation to the next available social coffee morning and WU3A website members' area username and password.
- Make sure that membership cards for the next year have been ordered ready for issuing in January (currently we offer membership free from 1st Jan to 31st March for new members).
- Ensure that new Membership and Renewal application forms and letters are prepared, placed on the website if necessary, and are available in hard copy form from January onwards each year.
- Complete processing of all new members and renewal application forms on Beacon (as per the Beacon guidelines) as soon as possible after receipt.
- Keep and maintain an up-to-date database record of all members' details using the Beacon system.
- Act as Membership database controller

- Pass payments for new members and renewals to The Treasurer with a list of the members name and the sum included (cheques or cash) on MIF form. Keep a copy of this form
- Supply the monthly meeting registration team with an up to date membership tick list, together with a float in case paying visitors need change (Membership Secretary is responsible for providing her /his own float – usually £10). Membership list is then kept by Meetings Manager for attendance records.
- Supply blank Membership Application forms for monthly general meetings and coffee mornings. Attend these meetings to welcome visitors and potential members or arrange a deputy.
- Control and balance the monthly general meeting visitors' book giving The Treasurer any income.
- Attend the annual network meeting of local Membership Secretaries each February.
- Keep accurate Membership Forms/Gift Aid donation forms in correct format (HMRC) for Treasurer.
- 5 times a year send database to National Office before each Third Age Matters delivery in their required format (downloaded from Beacon). Details of cut-off and publication dates are provided by National Office.

Renewal of Membership Subscriptions

- Starting in January every year remind and follow up the renewal of subscriptions from members, initially by inserting a reminder in the monthly bulletin. During the three months to the end of the subscription period on 31st March monitor the renewals by keeping the database up to date with money received and remind individuals who have not paid that their subscriptions is due.

At the earliest point after the end of the membership year (31st March) an email should be sent to all Group Co-Ordinators informing them that members who have not renewed for the coming year are highlighted on their group page on Beacon. They have one months' grace until the end of April to pay or they will be considered lapsed (Membership Secretary to action on Beacon). Group Co-Ordinators not on Beacon should be informed by telephone. Members who have not renewed are not entitled to go to meetings or join groups and they are not covered by the U3A insurance.