

MEMBERSHIP SECRETARY DUTIES AND RESPONSIBILITIES

Role Summary

- To provide information to prospective members
- To be responsible for the paperwork and administration pertaining to u3a membership
- To maintain accurate membership records in the desired format, which for Saxonshore u3a is the Beacon Database system

Main Responsibilities

Daily

- Deal with correspondence by post and email
- Maintain Beacon database, entering new members, deleting resignations and amending changes in address/email etc
- Set up Buddy arrangements for members without email
- Check Bank statement for BACS subs, new and renewals
- Regularly Bank cheques received, liaising with Treasurer

Monthly

- Attend memsec desk at Swalecliffe Hall meeting taking new applications, renewal subscriptions and issuing membership cards to new and renewing members
- Attend committee meetings reporting membership numbers

Annually

March

- Email or write to all members advising renewal date, amount and details of how to pay
- Attend AGM and collect renewal subscriptions
- Prepare membership lists, 1 for checking attendance at AGM, 2 for recording renewal payments
- Payment details to be repeated in March April and May newsletters

June

- Email or write to remind non renewing members that grace period has expired
- Review members with no email advising buddies of changes
- Delete non renewing members from groups
- Maintain manual record of members without email and buddies

BANK SIGNATORY DUTIES

- Check and confirm BACS payments at Bank/countersign cheques when requested by Treasurer

June 2024