

JOB TITLE**Membership Secretary****THE PURPOSE OF THE POSITION**

To accurately record membership details in the Beacon Management System.

Promote membership of Dunmow u3a.

RELATIONSHIP WITHIN THE COMMITTEE

Provide membership statistics at Committee Meetings. Obtain agreement to changes to the Membership Application Form, fees and reduced fees. Keep committee members apprised of issues or points raised by members. Liaise with the Treasurer and Secretary regarding membership issues.

OUTSIDE AGENCIES

The Membership Secretary represents Dunmow u3a at events to showcase Dunmow u3a.

DUTIES AND RESPONSIBILITIES

- Ensure that Membership Application Forms are available on the Dunmow u3a website and at all events – General Monthly Meetings, specific events to showcase Dunmow u3a, etc.
- Respond to emails from prospective members and provide information regarding Dunmow u3a as required.
- Ensure Membership Cards are printed by the supplier.
- Enroll and welcome new members and send new members a welcome letter and details of Dunmow u3a activities.
- Liaise with the Treasurer and Groups Coordinator to ensure that they have membership information that they may require in the execution of their roles.
- Maintain an up-to-date record in the Beacon system of members and their relevant information.
- Download and send to the Direct Mailing company a file of names/addresses for mailing out the Third Age Matters magazine at times as requested by Direct Mailing.
- Notify members 6 weeks prior to April 1st of the need to renew membership and the process being used to do so.
- Print out sign-in lists for members for use at the General Monthly meetings.
- Answer members questions or pass on information received either by email or telephone.
- Deputise for Beacon Administrator when that person is unavailable.
- Ensure personal data from members is processed in accordance with the Data Protection Regulations (2018).

KNOWLEDGE AND SKILLS

- Some knowledge of database systems and Microsoft applications such as Excel and Word. Ability to record data accurately in a database system.
- Diplomatic and approachable.
- Flexible in approach.

GENERAL COMMITTEE RESPONSIBILITIES

Provide reports for the Committee meetings.

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