

Responsibilities of the Membership Secretary

Main purpose of role: The Membership Secretary is responsible for maintaining and administering a membership database of all members and managing the renewal/withdrawal of members. They are also to organise and promote various ways of increasing membership numbers.

Actual duties involved:

- Keeping a record of members' contact details, the fee(s) they have paid, and any donations they may have made.
- Administering the annual renewal of subscriptions, providing reminders to members when it is time to renew their subscription(s) if required
- Providing suitable contact information to the Management/General committee, e.g. to the Hons Secretary for contacting members, to the Front Desk Administrator to update membership lists, etc.
- Providing suitable management information to the Management committee on subscriptions
- Promoting and raising the number of memberships in the club

Liaison with:

- The Management Committee
- Club Members

The Post holder will be responsible to: The Management Committee

Meetings to attend:

- Annual General Meeting
- Management Committee/General Committee by request
- Sub Committees by request

Estimated time commitment: Time commitment will be fairly consistent throughout the year. On average 2 hours a week, increasing around renewal cut off point (as stated in the Club constitution)

Term of role: The Membership Secretary will be appointed for one year at a time, with the hope that the post holder will retain the role through the AGM recruitment process

Other information: IT Skills (E-Mail), reporting and communication skills will be required