

## **JOB DESCRIPTION**

### **MEMBERSHIP SECRETARY**

#### **The Role**

To manage secure records of the membership on the Beacon system, manage new member applications and membership renewal process.

#### **General**

- At the beginning of the membership year update paper forms for Renewal and New Member application forms and send to Webmaster for uploading to website.
- Change contact details when informed and make appropriate amendments for those who have died or resigned. Check that, where members share addresses, Beacon reflects this.
- Report on Membership statistics at the monthly Committee meeting or send in figures if unable to attend.
- Pay any cheques/cash received into NatWest bank and send Treasurer a list of cheques banked.
- When requested by Head Office produce Third Age Matters distribution spreadsheet (from Beacon) and submit to Head Office.
- Keep a list of those members who don't have an email address and advise the Secretary who will send them paper copies of Kanuta..
- In April email Chair and Treasurer the total number of members and associate members as at 31<sup>st</sup> March each year so that they have the information for the Annual Return (payment of the affiliation fee is based on this).

#### **New Members**

- Many new members will join on-line. Add new members to Beacon who join by sending a cheque and application form ensuring that the Gift Aid date is added if appropriate. Members who join on-line will automatically receive a membership card.
- Email membership cards to anyone who joins by form and cheque or, if they have sent a sae, print membership cards and also for anyone without an email address, and post them.
- At the end of the month look at who has joined that month and email them the new members pack.

#### **Renewals** – for detailed Renewal process refer to 'Ku3a Renewal Process' document

- Liaise with the Beacon Administrator regarding the first renewal request email which will go out 3 weeks prior to the 1<sup>st</sup> April renewal date.
- Email Renewal article and Renewal form to Newsletter editor for inclusion in April Kanuta.
- Send out reminders to those who haven't renewed:
  - First reminder – a week after 1<sup>st</sup> April
  - Second reminder – three weeks after 1<sup>st</sup> April
  - Third reminder – seven weeks after 1<sup>st</sup> April. Also send letter and renewal form to anyone without an email address who hasn't renewed.
- Nine weeks plus 1 day after 1<sup>st</sup> April – send final email advising of membership lapse. Keep a list of names of lapsed members and email to Chair and Groups Supporter, lapse all non-renewals.