

MEMBERSHIP SECRETARY

Rôle Outline

To manage the status of members and supervise the collection of subscriptions from members.

Main Responsibilities

- 1 To maintain a register of members;
- 2 To process members' applications, renewal and other changes of circumstances;
- 3 To archive previous years' records safely.

Tasks

- 1 Acknowledge receipt of payments from members, together with relevant membership details;
- 2 Receive all membership and Gift Aid forms and keep a suitable database to record all necessary details in accordance with The Data Protection Act;
- 3 Bank all monies received and liaise with Treasurer to reconcile figures;
- 4 Produce Gift Aid schedules in the form required by HMRC, twice a year;
- 5 Update the database as required;
- 6 Send an electronic list of Christchurch U3A members to the U3A national magazine, for bulk mailing direct to members, as required;
- 7 Produce address labels/envelopes for mailing Christchurch U3A magazine and programmes when required;
- 8 Help with printing for other Committee members as required.

Committee rôle

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 To report to, attend and participate in Committee and Officers' meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;
- 6 To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.