

ROLE OF MEMBERSHIP SECRETARY

The Purpose of the position

To accurately record membership details in the Beacon Management System.

Role summary

- To provide information to prospective members.
- To be responsible for the paperwork and computerised administration pertaining to Melton Mowbray u3a membership.

Main Responsibilities

- To maintain accurate membership records in the desired format.
- Maintain and update Membership records.
- Produce/email Membership cards
- Produce membership register sheets for each monthly Meeting.
- Be available at monthly meetings to meet and greet new members and visitors.
- Be available to the membership to respond to any queries, problems, or other issues.
- Attend committee meetings and provide a brief report
- Upload a postal list as a spreadsheet for the Third Age Trust Magazine
- On completion of term of office - To carry out a comprehensive handover to the new Membership Secretary.