

# HARLOW u3a ROLE DESCRIPTION: MEMBERSHIP SECRETARY

**THIS ROLE MUST BE HELD BY A TRUSTEE**

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

**All trustees and facilitators should be advised to forward information regarding a change in status of a member (particularly a death) to the Membership Secretary. We cannot control to whom information is sent.**

## **PURPOSE:**

**The purpose of the Membership Secretary role is to –**

1. Be the main point of contact for people interested in joining Harlow u3a.
2. Organise and manage the membership process of Harlow u3a.
3. Be responsible for documentation and administration pertaining to membership of Harlow u3a.

## **KEY TASKS:**

**The main tasks are to –**

1. Respond to enquiries from prospective members and provide them with information about membership including costs, the application process, Gift Aid.
2. Sign up new members providing them with the information they require about Harlow u3a including membership cards, joining interest groups, meetings, trips and outings.
3. Attend General Meetings to record member attendance and to be available to potential new members.
4. Liaise with the Meet and Greet Team at meetings to ensure new members feel welcomed and comfortable.
5. Maintain the membership database using the Beacon system, and update as required.
6. Prepare and organise annual membership renewals.
7. Encourage members to Gift Aid. Maintain paper and Beacon records of Gift Aiders.

8. Send reminders where renewals have not been actioned by members.
9. Change status of members in the database where renewals have not been actioned despite reminders.
10. Remove contact information where a member has deceased. If a shared email address is in place it must be deleted from the deceased member's records.
11. Liaise with the Treasurer to collect, record and bank membership subscriptions
12. Record members who wish to receive Third Age Matters; facilitate its distribution.
13. Make provision for members who are unable to manage memberships online.
14. Provide membership statistics and information at Committee Meetings.
15. Inform relevant parties of members who do not give permission for their visual images to be taken/used – as indicated in the Membership Application Form. Eg. Newsletter Editor, Web Administrator.
16. Liaise with Groups Coordinators to organise New Members Meetings to welcome them and to enable them to meet Harlow u3a Committee members and group leaders.
17. Ensure membership administration complies with Harlow u3a Data Protection and Privacy Policies.

## **RESPONSIBILITIES AS A COMMITTEE MEMBER**

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.