



## **Plymouth U3A – Membership Secretary**

### **Role Description**

The Membership Secretary role is key to the success of a U3A as this involves signing up new members and making them feel welcome. This role requires a good working relationship with the Treasurer, liaising regularly with them on financial matters. Mutual trust is essential. The role also requires someone who enjoys dealing directly with people including, where required, on a personal level.

**Key Attributes:** Confidentiality, organisational skills, good at communication and working with people.

### **Key tasks:**

- Sign up new members and provide membership cards, together with all the information they require about Plymouth U3A.
- Prepare and organise annual membership renewals. Sending out reminders as required and also advising Group Leaders of lapsed members.
- Maintain the Membership Database using the on-line Beacon Administration System,
- Attend Monthly General Meetings and be available to new members who may wish to join. When the Membership Secretary is unable to attend arranging for cover is essential
- Arrange volunteer(s) to assist with new members at the monthly meeting
- Maintain a list of volunteers who could assist with admin tasks as required.
- Be available to speak to New Members and explain the history and the principles of the U3A: answering questions and queries.
- Amend records of existing members' details as advised by them.
- Collect, record and bank membership subscriptions for those members who prefer to pay manually.
- Print Membership Cards
- Purchase lanyards and other stationery items as required.
- Organise and attend New Members Meetings, allocating at least one meeting per year for New Members to meet the Committee and Group Leaders
- Produce Application forms for those members who do not use on-line applications.
- Produce signing in lists for each Monthly Meeting (this will be replaced by bar code scanning during 2020).
- Provide membership statistics for the committee as required.

### **Responsibilities as a Committee Member**

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee