



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 IT database skills and a good working relationship with the Treasurer, liaising regularly with them on financial matters. The role also requires someone who enjoys dealing directly with people including, where required, on a personal level.

Key attributes:

Confidentiality, efficiency, organisational skills and ability to communicate clearly. Possess up to date IT skills (Word/Excel, on-line communications etc.), enjoy working with people.

Tasks & Responsibilities:

- 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 in due course 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. If unable to attend a meeting arranging for cover is essential.
- Be available to speak to potential new members and explain the aims and principles of the u3a, answering questions and queries.
- Amend records of existing members' details (address etc.) as advised by them.
- Collect, record and bank membership subscriptions for those members who prefer to pay by cash or cheque
- In liaison with the treasurer arrange the purchase lanyards and stationery items as required.

- Produce Application forms for those members who do not use on-line applications.
- Provide membership statistics for the committee as required.

Responsibilities as a Committee Member

- Attend Committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee.