

St Albans U3A

Terms of Reference for Membership Secretary

Role Description

The Membership Secretary is the person who manages the details of membership of the St Albans U3A by:-

- Maintaining a database of members of the U3A
- Ensuring that the database is accurate and up to date with members details.
- Ensuring the information held is compliant with the data protection policies and procedures.

Key Responsibilities and Accountabilities

1. Process new applications for membership that are either entered online or by a paper form.
2. Update the database, if informed, with changes to a member's details e.g. address, phone, email etc.
3. Manage the annual membership renewal process; send reminders, record payments, update status, send new membership cards (when required), remove details of members who have not renewed and inform Group Organisers if appropriate.
4. Liaise with the Treasurer for payment of cheques received into the bank account, operation of the Direct Debit and Internet Banking payment systems, and for reconciliation of Membership and Accounts Databases.
5. Attend the twice monthly Meetings/Talks to record attendance and support members with any queries etc.
6. Perform regular database cleansing by removing details of people who are no longer members in accordance with the data protection policies and procedures.
7. Prepare a list of members that have requested a copy of the U3A Third Age Matters magazine and send to the magazine's distributor 5 times annually.
8. Prepare and provide a summary report of the membership status to the Executive Committee for their monthly meetings
9. Provide extracts of the database, as required by other process managers such as Groups or Trips, for the purposes of communication to members.