

Role Description: Membership Secretary

Purpose of the Role

The primary responsibility is to maintain accurate, up-to-date membership records for Wendover u3a on the Beacon database, ensuring efficient management of new membership applications and the annual autumn renewal cycle.

Key Responsibilities

1. Membership records

- **Using Beacon:** Ensure that the membership information on the Beacon database is up to date and accurate.
- **Data Protection:** Handle all personal data securely in line with GDPR guidelines.

2. New Member Processing

- **Online Applications:** Monitor automated memberships submitted via the website. Update any Associate members who join online to show that they are not full members and do not receive a magazine.
- **Paper Applications:** Manually input details from hard-copy application forms into Beacon and ensure that details are reviewed.
- **Welcome Packs:** Send introductory information and membership cards to new joiners.

3. Annual Renewals Cycle

- **September Notices:** Issue renewal invitations to all existing full members on or around 10 September.
- **Renewals:** Liaise with Treasurer regarding full members who do not wish to renew online. Treasurer to supply details of those members who have paid their subscriptions to the Bank Account by Direct Debit, BACS transfer and Cash. Update Beacon to show members who have renewed.
- **Arrears Management:** Identify, contact, and chase members with overdue subscription fees after 1 October.
- **Lapsed Accounts:** After the grace period, update Beacon to show those members who have lapsed their membership. Inform Convenors of any groups they belong to that they need to be removed.
- **Associate Members:** Email all Associate members asking them to confirm that they still belong to another u3a. Renew or lapse Associate members according to response and, for lapsed members, inform Convenors of any groups they belong to that they need to be removed.

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4. Communication and Reporting

- **Committee Updates:** Provide regular membership statistics and trend reports at committee meetings.
- **Group Coordinator Liaison:** Assist group leaders by verifying the membership status of attendees.
- **General Enquiries:** Act as the first point of contact for any member queries regarding their status.
- **Support for members:** Review and recommend to the executive committee possible ways of engaging and welcoming members into Wendover u3a activities

Skills and Attributes Required

- **IT Literacy:** Comfortable using databases (specifically Beacon) and sending mass emails. Good familiarity with Microsoft Word & Microsoft Excel
- **Organisation:** High attention to detail for accurate data entry and record-keeping.
- **Communication:** Friendly, welcoming, and clear when speaking with current and prospective members.
- **Reliability:** Ability to manage peak workloads during the busy September and October renewal period.

Terms of Appointment

- **Term of Office:** 1 year (eligible for re-election at the Annual General Meeting).
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