

ROLE DESCRIPTION FOR MEMBERSHIP SECRETARY

This document should be considered an addendum to the Role Description for Board Member where the Membership Secretary is also a board member.

Role Purpose

Working with the Board, the Membership Secretary is responsible for maintaining and administering the membership database of all members and managing the sign up and renewal of members. The Membership Secretary also leads on the promotion of increasing membership numbers.

Responsibilities

Administrative

- Maintain a record of members contact details, payments and donations
- Manage the renewal of subscriptions, including reminding members when it is time to renew
- Maintain any necessary mailing lists
- Act as a main point of contact at the trust for all things relating to membership and subscriptions
- Welcome new members and issue membership cards

Communications

- Ensure communication is maintained between the board and members and ensure that members are kept updated on the activities of the trust
- Be a conduit for members to contact the board and/or the Trust
- Provide suitable contact information to the Board and designated working groups
- Send newsletters, promotional materials, and other publications to persons on mailing list.

Promotion

- Lead on the promotion of membership in order to retain members and increase numbers
- Develop ideas for the Board related to increasing membership

Competencies

- Must be IT literate and have a basic understanding of databases and email
- Good communication and people skills
- Have an ability to sell the importance of membership in order to increase numbers