

Role description – Membership Secretary

Role summary

1. Maintain an effective membership process for Bu3a
2. Maintain membership records in accordance with Bu3a policy and statutory guidance.
3. Report on membership statistics to the Executive Committee

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies.

1. To ensure joining advice and instruction is accurate and current.
2. To respond to enquiries from prospective members in a timely manner.
3. To ensure membership data is complete, accurate and is retained in a manner compliant with data management regulation and Bu3a policy.
4. To implement the renewal process from end to end according to good practice and Bu3a policy.
5. To maintain all membership documentation and procedures and implement change as required for the effective operation of the organisation.
6. To work to ensure new members are welcomed into Bu3a.
7. To work with Group Coordinators so they are aware of members who have left the organisation.
8. To carry out a comprehensive handover to the new Membership Secretary.