



Islington U3A

Job Description

Role of Membership Secretary

Rev 2.0

<b>Purpose:</b>	To maintain the iU3A membership system
<b>Core duties:</b>	Enrol all new members
	Issue all membership cards
	Provide guidance to potential new members on how to join and methods of payment
	Maintain a subscription form (update 4 times a year)
	Provide attendance register for monthly meetings
	Provide membership statistics to the EC monthly
	Prepare & take register at the Monthly Meetings
	Take part in EC monthly meetings
	Support actions arising from EC meetings.
	Assist with communications to all Members
	Issue Bulletin to all membership
	Issue seasonal issues of the Newsletter to all membership
	Take cheques and cash to bank and inform treasurer
<b>Other possible activities:</b>	Print and sell tickets for social events, maintain guest list
	Hold the iU3A mobile phone and take calls from the public and members
<b>Skills and experience required:</b>	Good organiser
	Good communicator
	Reasonable level of general IT skills
<b>Role exclusions:</b>	Maintaining Beacon on behalf of Coordinators or Members
<b>Approx time Commitment:</b>	12 hours a week on average
<b>Accountable to:</b>	Chair and other EC Members

Agreed role responsibilities will be depending on new person's capabilities and competencies. See also 'Handover Notes' for further detail.