

<b>Purpose:</b>	To maintain the iU3A membership system
<b>Core duties:</b>	Enrol all new members (those not joining automatically by on-line)
	Issue membership cards (to those requesting one)
	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
	Issue monthly statistics – on those attending Monthly Meetings; and on Membership status
	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 membership subscription 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
	Develop own succession plan – develop contacts; take on deputy to train up for taking over.
<b>Skills and experience required:</b>	Good organiser
	Good communicator
	Reasonable good level of general IT skills
<b>Role exclusions:</b>	Maintaining Beacon on behalf of Coordinators or Members
<b>Approx time Commitment:</b>	8 hours a week on average
<b>Accountable to:</b>	Chair and other EC Members