

Role description – New Members Secretary

Role summary

1. To be the focal point for prospective members ensuring they understand what the u3a organisation is about, eligibility for membership, how to join and what Bu3a has to offer.
2. To ensure new members are made welcome into Bu3a, are supported in finding the interest Groups which match their needs and are encouraged to take an active role at all levels in the organisation.

Main responsibilities

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. Promote membership of Bu3a in the community and identify new ways of reaching potential members.
2. To deal with new enquiries by phone, email and in person and provide full and detailed information on the ethos of the u3a organisation, how Bu3a is organised and what it has to offer.
3. Keep application process under review so that it is efficiently run from the perspective of new members and the organisation.
4. Ensure joining information is kept up to date wherever it is displayed.
5. To keep a record of prospective members and send out applications as requested.
6. Work with the Membership Secretary to ensure the joining process is smoothly run and completed according to Bu3a policy.
7. To develop joining packs for new members.
8. Provide new members with accurate information about availability of interest groups.
9. Where possible to welcome new members at the New Members Link meetings and other meetings for new members and establish ways of ensuring they settle into the organisation.
10. To review with the Committee and Group Coordinators any reasonable adjustments that might be needed to ensure accommodation of members with health or disability issues.
11. To maintain records in line with GDPR requirements.
12. Ensure a comprehensive handover to successor.