

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. Manage the Bu3a Gift Aid claim.
4. Report on membership statistics to the Executive Committee

Main responsibilities

1. 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.
2. To ensure joining advice and instruction is accurate and current.
3. To respond to enquiries from prospective members in a timely manner and provide comprehensive details about eligibility for membership and what membership of Bu3a offers.
4. To ensure membership data is complete, accurate and is retained in a manner compliant with data management regulation and Bu3a policy.
5. To implement the subscription renewal process from end to end according to good practice and Bu3a policy.
6. To maintain all membership documentation and procedures; implement change as required for the effective operation of the organisation.
7. To work with the New Members' Secretary and others to ensure new members are warmly welcomed into Bu3a and are assisted in getting the best out of their membership.
8. To work with the Treasurer to ensure Gift Aid claims are made in a timely manner, that the data used is accurate and records are as required by HMRC.
9. To work with Group Coordinators so they are aware of members who have left the organisation.
10. To carry out a comprehensive handover to the new Membership Secretary.