

New Members Coordinator

Role Description

Liaising with Prospective Members

- Act as the first point of contact for all prospective members of RV u3a.
This may be by post or phone or via the membership enquiries page on the RV website.
- Provide prospective members with a Prospective Members Pack and application forms.
This will normally be via e-mail or in person at the general meeting.
- Specifically invite prospective members to the next general meeting.

Management of Prospective Members

- Maintain a list of prospective members and details of communications/interactions
- Collect application forms / cheques at monthly meeting and provide to Membership secretary
- Receive confirmation from Membership Secretary when new members have paid their subscriptions.
- Follow-up with prospective members if there has been no response after 2 weeks
- Periodically review the list of prospective members and delete as appropriate
- Inform Groups Coordinator if prospective members have a particular interest

Greeting at Prospective Members at General Meeting

- Receive prospective / new members at the general meetings and introduce them to the Groups Coordinator and other members, as appropriate. (Collect application forms if required)
- Coordinate with "meeters and greeters" at the general meeting to ensure they are aware of prospective new members

Communicating with New Members

- Make contact with all new members within a short period of time from their joining RV u3a to:
 - Provide the Guide to Groups and Activities, which has the contact details of group coordinators and latest newsletter
 - offer any support or advice and to answer any queries.

General Responsibilities

- Liaise with the Membership Secretary to keep track of new members
- In conjunction with the Committee, organise a new member meeting when 30 new members have joined or it is more than 6 months since the last new member meeting, whichever is earlier
- Provide a report on new members for each Executive Committee meetings
- Write (short) report for AGM on New Membership
- Assist those responsible for advertising for new members