

Membership Secretary

Role Description

All reasonable expenses can be claimed via the Treasurer.

Liaising with Prospective Members

- Act as the first point of contact for all prospective members of RV u3a. This may be by email, post, or phone, or at a monthly meeting.

Emails should go into the MembereshipRVu3a@hotmail.com account. This should be monitored weekly, or more frequently if possible.

Any questions not about membership, or which relate to membership but have other info in it should be forwarded to RVu3a@hotmail.com.

- Send standard email "Response to Email Enquiry". The email may have to be amended if the prospective member asks a specific question.

Attach:

1. "A Guide to Groups and Activities for Prospective Members" – If this is updated you will be provided with a new version.
2. Application form (word version)
3. Application form (pdf version)

Or

Provide application forms at monthly meeting.

Or

Very rarely send by post.

Management of Prospective Members

- Maintain a list of prospective members and details of communications/interactions
- Periodically provide the Treasurer with details of prospective members, so he can look out for new subscriptions
- If there has been no response after 2 weeks, inform the Chair via RVu3a@hotmail.com – who will follow up.
- Periodically review the list of prospective members and delete as appropriate
- Inform Meeters and Greeters at monthly meeting of prospective members who may attend.

Receipt of Application

- Applications may be received via email, or post, or at monthly meeting.

Receipt of Funds

- Monies may be received via cheque (in the post or at monthly meeting) or bank transfer.
- Cheques should be collated and passed to the Treasurer on a regular basis
- Review the Bank Account for payments by bank transfer.

Receipt of Application & Funds

- On receipt of application form **AND** cheque / confirmation of bank transfer, add new member to Beacon. (**Details on adding member to Beacon are provided separately**)
- Send out welcome letter from Beacon (This will contain membership card/s).
- Once the membership card has been provided, this should be updated on Beacon.

Monitoring The MembershipRVu3a@hotmail.com In Box

Changes to Personal Details

- The inbox may include changes to personal details. These should be recorded in Beacon and the email flagged as actioned. See separate Beacon instructions.

General Responsibilities

- In conjunction with the Committee, help organise a new member meeting when 30 members have joined or it is more than 6 months since the last new members meeting, whichever is earlier
- Provide a report on joiners & leavers for each Executive Committee meeting. This information can be found on Beacon.

Annual Renewals

Procedures for annual renewals will be agreed in April each year with the Treasurer and Chair.