

Membership Secretary Role Description

- Organise the annual production of application forms for new members
- Organise the arrangements for membership renewal for the start of each year
- Maintain a register of members, on a confidential basis, and exercise tight control over the release of such information to others
- Bank cheques for membership subscriptions and pass the details to the Treasurer
- Monitor BACS payments for membership
- Respond to membership enquiries throughout the year.
- Ensure application forms and information about groups and other meetings are available to potential new members
- Ensure a staffed reception desk at monthly speaker meetings and arrange welcome for new members and visitors

June 2024