

Torbay Rambling Club Committee

Post: Membership Secretary

Role

The Membership Secretary is responsible for dealing with membership enquiries, enrolling new members and communicating with current members re renewal. Keeping the master Membership list up to date and updating the information and application forms as necessary are also the responsibility of the Membership Secretary. These duties will involve liaison with the Club Secretary, the Treasurer and the Webmaster.

Tasks:

Membership enquiries

- Answer any enquiries re membership.
- Email welcome/information letter and application form to prospective member.
- Send acknowledgement of receipt of details and a request for payment.
- Check payment has been made, add new member to master membership list and send the updated membership list to the Club Secretary.
- Securely file completed electronic application form. File paper copy if necessary.
- Send confirmation of membership and receipt of payment to new member.

Membership renewal

- Contact members 1st October to remind them to renew & pay for membership by 31st October.
- Send out relevant reminders re payment for renewal in good time. Call or email individual members who have not replied.
- Update final master membership list 31st December and forward to Club Secretary.

Upkeep of documentation

- Keep master membership list up to date and share with Club Secretary and other Committee members as required.
- Keep a copy of initial, final & current annual list for 1 year for information & auditing purposes. All other lists must be deleted.
- Update membership documentation (membership form, information and welcome letter) as needed and approved by the Committee.
- Ensure that all information and documentation is available to pass to a successor.

Website

- Review the membership sections of the website & pass requests for updating to the Webmaster.