



Islington U3A

Job Description

Role of Membership Secretary

Rev 1.0

<b>Purpose:</b>	To administer all new members joining iU3A and their annual renewals
<b>Core duties:</b>	To enrol all new members
	Issue all membership cards (per year)
	To provide guidance to potential new members on how to join and methods of payment
	Maintain a subscription form (update 4 times a year)
	Set up all new members in Beacon
	Monitor membership status of all attendees to Monthly Talks
	Monitor membership status of all attendees to Groups
	Provide membership statistics to the EC monthly
	Development of a membership system for iU3A
	Take part in EC monthly meetings
<b>Other possible activities:</b>	Support actions arising from EC meetings.
	Assist with communications to all Members
	Hold the iU3A mobile phone and to take calls from the public
	Issue fortnightly Bulletin to all membership
	Issue seasonal issues of the Newsletter to all membership
<b>Skills and experience required:</b>	Good organiser
	Good communicator
	Reasonable level of general IT skills
<b>Role exclusions:</b>	Maintaining Beacon on behalf of Coordinators or Members
<b>Approx time Commitment:</b>	20 hours a week on average



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<b>Accountable to:</b>	Chair and other EC Members

Agreed role responsibilities will be depending on new person's capabilities and competencies.