

MEMBERSHIP SECRETARY – Summary Role Description

Role Summary

- To provide information to prospective members.
- To be responsible for the paperwork and computerised administration pertaining to Charnwood u3a (Cu3a) membership.
 - Sending out membership badges to those renewing
 - Sending out membership packs to new membership
 - Banking cheques
 - Verifying BACS payments
 - Reconciling all receipts within the finance system
 - Preparing the Gift aid file for HMRC
 - Checking the validity of membership for Associate members
- To maintain accurate membership records.
 - Providing email and postal list for the newsletter
 - Uploading a postal list as a spreadsheet for the Third Age Trust Magazine
- To provide a monthly report to the committee.

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Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary and added monthly report requirement.	15/07/2024	
3.0	Added additional responsibilities.	30/07/2024	