

## North Down and Ards u3a Membership Secretary

## Role Description

The Membership Secretary, as a member of the Executive Committee, is a Trustee of North Down and Ards u3a. The activities below are the responsibility of the Membership Secretary, but he/she should be supported by a small team to spread the workload.

- Collect subscriptions for new and existing members and promptly record all relevant information including that for Gift Aid using the u3a membership system Beacon,
- Process all membership applications within one week of receipt, allowing extra time during holidays and peak renewal time and issue membership cards to all members.
- Prepare and lodge cash and cheques received from members in conjunction with the Treasurer.
- Provide the Committee with a brief monthly report,
- Maintain up to date members' renewal information on the NDA u3a website and in NDA u3a magazines and ensure renewal and Gift Aid forms comply with current requirements,
- Provide information required for internal circulation, e.g. number of current members to the Mail Manager and eZine Editor for printing order and posting circulation of eZines,
- Retain Gift Aid Declarations for the statutory period of 6 years,
- For new members –
  - Process completed application forms, ensuring they and the Gift Aid form are fully completed.
  - Provide an NDA Directory and the 'Welcome Pack' as well as a Membership Card.
  - Send out invitations to New Members Information Meetings and collate responses.
  - Ensure adequate arrangements are made for New Members Information Meetings.
- **In all activities be aware of Data Protection and privacy regulation related to handling of Members Information.**

This role description is not intended to be all-inclusive. The post holder may be asked to undertake other related duties to meet the needs of NDAu3a.

Agreed by the Committee on 12 April 2024  
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