

North Down and Ards U3A

Role Description

Membership Secretary

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 in a timely manner,
- Prepare remittances of cash and cheques received for membership purposes and pass to the Treasurer along with the required control documents for banking and accounting purposes,
- Provide the Executive Committee with a brief monthly report,
- Maintain up to date members' renewal information on the NDAU3A website and in NDAU3A magazines and ensure renewal and Gift Aid forms comply with current requirements,
- Provide Renewal and Gift Aid forms to the Mail Manager in time for circulation with the February Magazine,
- Provide information required for internal circulation, eg number of current members to the Mail Manager and Magazine Editor for printing order and posting circulation of Magazines,
- Provide quarterly all members' names and addresses in the required format to the Third Age Trust Printing Team in line with their deadline for the Third Age Matters magazine. (There is a small number of members who have indicated they do not wish to receive this),
- Retain Gift Aid Declarations for the statutory period of 6 years,
- Provide annually to Treasurer list of Gift Aiders' details and amounts for claims to be submitted to HMR&C,
- For new members -
 - If necessary maintain a waiting list for all prospective members,
 - With agreement from the Executive Committee arrange induction meetings when required for prospective new members,
 - Send out invitations to induction meetings in a timely fashion and collate responses,
 - Ensure adequate arrangements are made for Induction Meetings,
 - Provide list of activities provided by NDA and the document "U3A in a Nutshell" as well as application and Gift Aid forms at induction meetings,
 - collect completed application forms, ensuring they and the Gift Aid form are fully completed.
- **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 Executive Committee on 1 February 2019

Document Review Date: April 2022

Version 1.0