

PLYMSTOCK & DISTRICT U3A

Role Description

Membership Secretary

The role involves the following:

- Provide and maintain a record of paid and unpaid membership details from Beacon system.
- Arrange for the collection of membership fees and banking of the fees.
- Liaise with the Treasurer with regards to all membership fees paid to the bank
- Keep an updated database record on the shared u3a laptop of the attendance at the general meetings.
- Set up and arrange at general meetings the scanning facility to provide an up-to-date list of u3a members for the monthly meetings, so that a record is maintained of attendance and for safety purposes.
- Request from the Treasurer a weekly Barclays Bank statement in April and May and further statements in the following months as requested to check what standing orders and bank transfer payments have been made in order to update the membership list.
- Provide a mailing list four times per year to the National u3a office for the distribution of the Third Age Matters magazine.
- Provide new membership forms for any potential new members wishing to join.
- Answer any queries regarding membership to all current members and potential new members.
- Ensure that all current members have an updated membership card.
- Provide Committee members with up-to-date membership information as part of the monthly report.

- Prepare the laptop for the scanning of membership cards at the general meetings. Also to prepare and have available attendance lists for members who have forgotten their membership cards or are not members.
- To be available at general meetings for all membership enquiries.
- Help the Committee who may need assistance to perform their duties.
- Help to set up General Meetings.
- Send condolence cards at the Chair's request.