



MOSELEY, KINGS HEATH AND DISTRICT U3A

Executive Committee: Role Description for the Membership Secretary

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure our U3A operates smoothly and efficiently.

B. Main Responsibilities

1. To respond to membership enquiries and provide membership information including ensuring that the enquiries desk at the monthly meeting is manned to deal with membership enquiries.
2. To enrol new members.
3. To maintain membership records as required, using Beacon, the U3A management system.
4. To pass any cheques or cash to the Treasurer; for those joining or renewing via PayPal, fees are paid electronically and the Treasurer is notified direct.
5. Send a copy of the Monthly Newsletter via email to Abacus, who mail out hard copies to those without email.
6. Send a list of current members to the Direct Mail company in the required format via Beacon five times a year as specified by U3A to enable the dispatch of Third Age Matters.
7. To be familiar with Beacon – the system which facilitates most of the above.
8. Attend and report each month to the Executive Committee meetings.

Maximum tenure of office (Elections at the AGM: May): 3 years

Reviewed October 2019