



Combe Mill Society - Role Description

Date: October 2022

Issued by: _____

Role Description: : Membership Secretary

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Maintenance of a register of members is a legal requirement of our Articles of Association.

1. Principal tasks:

- Receive expression of interest forms and register as volunteers
- Follow up after up to three months and amend to 'member' or 'friend' grade
- Receive membership application forms and gift aid forms
- Enter Gift Aid selection and pass form to Treasurer
- Maintain the database of members and contact details
- Membership database automatically assigns membership number(s)
- Prepare membership cards and issue
- Issue new joiners pack
- Generate and issue member's name badge
- Collect membership fees on renewal each January
- Pass cash fees to treasurer. Treasurer will advise of received fees paid direct to bank
- Chase late payers each month until March then remove from 'active' list
- Record gift aid subscribers
- Record keys held by members

2. Financial responsibilities (if any):

- Collect membership renewals each January and pass money to the treasurer

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.