

PRESTON PARK U3A MEMBERSHIP SECRETARY - JOB DESCRIPTION

PRELIMINARY ANNUAL PREPARATIONS

1. To co-ordinate the production and delivery by email of the Renewal Subscription forms to be sent to members in November for payment in January.
2. To ensure that name and address labels are printed for envelopes for the above forms.
3. To ensure that new Membership cards are printed for the forthcoming year.
4. To ensure that an adequate supply of envelopes and stamps have been purchased for sending Membership cards to members who have paid.

PROCESS ANNUAL RENEWAL PAYMENTS

1. Check on a daily basis the Barclays Bank account for Membership payments paid by Bank Transfer.
2. Open post addressed to the Membership Secretary and remove all cheques making certain that that the payee, amount and date are correctly completed. In addition, the payers name and membership number should be on the reverse of the cheque
3. List cheques received and pass the list and cheques on a regular basis to the Treasurer for banking.
4. Update the Beacon system for all payments received (Bank or Cheque) noting the method of payment used.
5. Update the Beacon system for all changes to address, email, emergency contact etc.

DISTRIBUTION OF MEMBERSHIP CARDS

1. Fill in a membership card for each member who has paid the annual subscription noting the members name and membership number.
2. Place membership card and copy of Welcome Back letter in the envelope using the address label
3. Organise envelopes in alphabetical order for distribution at next two U3A monthly meeting.

4. All uncollected envelopes should be taken to the next committee meeting for distribution by committee members. Any remaining envelopes including those for members outside Brighton should be posted.

PROCESS NEW MEMBER PAYMENTS

1. Receive New Member application forms. Check to see if correctly completed. If received with a cheque, list and pass to the Treasurer as per above renewal payments.
2. Check Barclays Bank account for new members payments. If one received check to see if new member application form also received.
3. Access Beacon system and complete the new member details. Note new member's new membership number.
4. Advise New Members Co-ordinator of new member in order that they may be invited to a new members meeting.
5. Advise the Interest Group Co-ordinators of any Special Skills noted on the application form.
6. Complete new membership card as per above. Place card in an envelope together with Welcome Letter and Guidelines for Members letter. Write address on envelope, stamp and post to new member.

ADDITIONAL DUTIES

1. Deal with all membership queries including changes to personal details and lost cards.
2. To ensure that membership folder is taken to monthly meetings in case it is required.
3. Keep all completed membership forms in alphabetical order. Non-current member's forms to be shredded.
4. Liaise with Treasurer regarding financial problems and reconciliation.