

Membership Secretary

This role should be undertaken for 2-3 years.

The busiest time of year for this role is June to August when the annual fees are collected and waiting list members are contacted to see if they want to join.

At each meeting names need to be checked off the register as people come in. If there are any guests a fee of £3 will need to be taken and their name written on the register along with the person's name whose guest, they are. Alumnae and waiting list members are also on this list and pay a fee of £3 per meeting.

Enquiries will be received throughout the year from people wishing to join. We have a limit on members of 130. If this limit has been reached a waiting list is kept. An email will need to be sent to the person enquiring informing them of this and also telling them how our meetings/membership runs and asking for their contact information. Invite them to a meeting as a guest so they can see if it is the sort of group they are interested in joining and inform them you have added them to the waiting list. Waiting list members can come to up to 3 meetings a year excluding October (AGM) and Christmas.

Keep the list of Alumnae and maintain contact with them from time to time (liaising with the Chair re this) – for a period of five years they will be entitled to access the website and may come to up to five meetings per year at a fee of £3.

Keep a membership spreadsheet. This lists everyone who renews and how they pay, resignations and people on the waiting list. Also update the membership contact list of any changes to address, email or telephone number and inform the Chair and Secretary.