

SUNTRECKERS – Job Description for Membership Secretary

MEMBERSHIP SECRETARY

General management responsibilities together with specific responsibilities in the following terms:

1. To always maintain an up to date record of the membership
2. To process and maintain records of all applications received for membership in accordance with the Constitution and the current General Data Protection Regulation Policy
3. Arrange for invitation to renew notices and reminders to be sent to members at the year end
4. Arrange for printing and delivery of the Yearbook inserts in preparation for posting them to current members
5. Process renewals and dispatch Yearbook printed inserts as soon as practicable once they are available
6. Process new subscription applications and dispatch Yearbook ring binder, printed insert, membership card, vehicle sticker and welcome letter as soon as practicable after receipt
7. To agree with the Treasurer the method of regularly reconciling the membership record with the number of subscriptions received
8. To prepare and circulate to selected members of the National Committee the essential personal details of any membership that they require where necessary for their agreed functions
9. Arrange for a written report to be produced to the National Committee when requested
10. Report to every Annual General Meeting of the Company
11. Record and report memberships that qualify for long service awards for continuous membership of 10, 15, 20, 25, 30, 35 and 40 years and deliver long service awards either at the AGM or by post
12. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee
13. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
14. Safely store all paper records relating to the Company
15. Any other duties reasonably falling within the purview of this post and agreed by the National Committee