



Membership secretary

Role description

It is the responsibility of the Membership secretary of Ludlow u3a to:

- act as a Trustee of the registered charity, ***u3a in Ludlow***
- ensure that all new members are added to the database, and that the information regarding their gift aid status and TAM preference is recorded accurately
- send out new member's welcome letter with information leaflet
- amend any email addresses, home addresses or phone numbers on the database as notified to us by members
- ensure that the data relating to members is kept within the requirements of Privacy Policy
- produce and submit the lists of members who have chosen to receive the TAM magazine to the publishers by the set deadlines
- ensure the database is maintained in such a way that it can provide useful statistics to committee members
- annually to send out renewal notices to all members
- monitor unpaid memberships and send out reminders for subscriptions
- record lapsed and deceased memberships

This is not an officer role as defined by the Constitution, but due to confidentiality constraints must be filled by a member of the committee