

## **Role of Membership Secretary**

An enjoyable Executive Committee Officer role for an organised person with a good grasp of IT and a reasonable understanding of databases.

### **Key responsibilities:**

1. Maintain database of Members and contacts.
2. Welcome new Members and follow up renewals.
3. Collaborate with the Treasurer to reconcile member payments.
4. Attend and provide updates for bi-monthly Committee Meetings.
5. Provide reports from the database as required eg. labels for bi-annual Newsletter mailings.

December 2023