

## **Sherburn & Villages U3A**

Practicalities of being Membership Secretary.

Officer role – elected for 2 years no limit to number of terms.

Maintain data base of S&V U3A members

Submit details to printers for Third Age Matters direct mailing as required.

Receive new membership applications.

Transfer details to database and produce membership cards.

Maintain list of Gift Aid donors (name, amount paid and date of payment) and notify Treasurer.

Issue membership cards.

Attend monthly meetings (or arrange a stand in) to receive new applications and process them.

Print membership list to record attendance at monthly meetings.

Circulate updated membership lists to Committee members.

Organise the annual renewals process.

Attend monthly Committee meetings (subject to holidays etc) and feedback membership issues to the Committee.

**Note – job does not include handling money except to hand over any membership fees received to Treasurer.**

May be signatory on S&V U3A current account.