



Job Description Membership Secretary

MEMBERSHIP SECRETARY OF THE N-GAUGE SOCIETY

Date of Formulation; 1 January 2024

Date of Review; Annually in April

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| POSITION | VOLUNTEER – Committee Member |
| ROLE | Membership Secretary |
| GROUP | Membership Services |
| QUALIFICATIONS REQUIRED | Basic understanding of GDPR & Data Protection Excellent communication skills – verbal and written Good IT skills Well organised |
| DUE DILIGENCE REQUIRED | Yes |
| RESPONSIBLE TO | Chairman for the compilation and security of the Membership Database Treasurer for incoming joining and renewal fees that are not paid online via NGSJOIN. |
| PURPOSE | <ol style="list-style-type: none"> 1. Attends all virtual and Face-to-Face Committee Meetings. 2. Ensures that all Membership Data is stored on NGS Provided IT Equipment Only. 3. Provides an accurate update of the Membership Status at Committee Meeting and to the Chairman for the AGM. 4. Responds to all incoming New Membership enquiries. 5. Processes New and Renewal Memberships both online and offline, ensuring the relevant information/joining pack is dispatch by Royal Mail or Email. 6. Sends reminders to all existing members at least one month before the expiry of their membership. 7. Maintains the Membership Database (Offline) 8. Responds to Membership Database requests ensuring that documentation security procedures are used when dispatching membership data. 9. Keeps accurate and up to date records of current membership payments and regularly updates the Treasurer and General Secretary with such records as appropriate. 10. Keeps accurate records of previous years membership payments. Within the bounds of the current DPA 11. Keeps accurate and up to date records of past and present members. Within the bounds of the current DPA. 12. Keeps accurate records of all society funds spent in the execution of the role of Membership Secretary. |
| AUTHORITYT | Is authorised to: <ol style="list-style-type: none"> 1. Use society funds to cover postage costs. 2. Make expensive claims for reasonably costs incurred in the role of Membership Secretary. |
| SECONDARY ROLES | |
| TERM OF OFFICE | <ol style="list-style-type: none"> 1. The incumbent by default must be a current member of the N-Gauge Society. 2. This is a voluntary post with no fixed term of office. |

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