



## **DESCRIPTION – Membership Secretary** Last Updated 11<sup>th</sup> Jan 2022

In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee regardless of whether you have registered with the regulatory authorities.

Committee members shall serve for a period of 3 years unless re-elected unopposed.

### **Roles and Responsibilities**

- Using Beacon maintain an up to date database of members, their names, addresses, and contact details.
- Contact new members who have applied for membership to acknowledge receipt of membership form and payment.
- To work in conjunction with the Beacon Administrator and Treasurer • To send a pro-forma to the Direct Mailing Scheme for The Third Age Trust every 3 months with details of new members and their addresses, address changes or members who have left.
- To be a member of the Preston and District u3a Committee which meets 6 times per year
- To be a trustee of the u3a Preston and District Charity

### **Skills and Attributes**

- Computer skills and access to email
- Good communication skills
- Pleasant telephone manner

### **Confidentiality**

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

### **GDPR**

Members information must not be disclosed to another member without the individual's permission.

### **Other Information**

- Your name and phone number will appear on contact sheets held by Head Office which are sent out when they get membership enquiries. • They may also appear on our printed fliers and in Good Times Magazine.