

**North Down and Ards u3a
Membership Secretary**

Role Description

The Membership Secretary, as a member of the Committee is a Trustee of North Down and Ards u3a. The duties below are the responsibility of the Membership Secretary supported by a small team.

- On receipt of completed application and Gift Aid forms, collect subscriptions from new members, promptly record all relevant information including that for Gift Aid using the u3a Beacon system and issue the Welcome Email.
- Reconcile applications and Payments with the Treasurer.
- Provide the Committee with a brief monthly report.
- Check that accurate, up to date members' application and renewal information is on the NDAu3a website.
- Ensure that a timely reminder about the annual renewal date is sent by email and is publicised to all members via the Ezine.
- Ensure that Third Age Matters information is issued to TAT as required.
- Ensure that Gift Aid Declarations are retained for the statutory period of 6 years.
- Issue invitations for a get-together for members who have recently joined.

In all activities be aware of the Data Protection and Privacy policies related to the handling of Members Information. This can be checked with the Data Protection Officer.

This role description is not intended to be all-inclusive. The post holder may be asked to undertake other related duties to meet the needs of NDAu3a.

Agreed by the Committee on 1st February 2025
Review Date: 2027