

Membership Secretary

Role and person specification

Role

- The membership secretary's role is to assist with the recruitment and retention of Society members.
- In terms of recruitment it is his responsibility to follow up with all guests who attend the Society's events with a view to signing them as members.
- Once a prospective new member is in view he should write them a letter giving more information about the society and ensuring that they have an application form.
- If the completed form is not returned he should endeavor to find out why and make every effort to secure membership.
- In the event of someone wishing to join who has no association with the society and no sponsor he should arrange for them to join one of the meetings on a "play-in" basis. After that he should make a recommendation to the Committee about suitability.
- He is the person who maintains the membership database in accordance with GDPR provisions.
- His role is to report membership joiners and leavers at each Committee meeting.
- In the case of leavers he should follow up to find out the reason and do his best to retain the member concerned.
- Each January his job is to work with the Website Administrator to request the renewal of all existing memberships and subscription fees.
- When a new member has been formally signed up he should write a welcoming letter and liaise with the Website Administrator to arrange access to the full SSGS site.

Person specification

- Needs to be able to devote enough time to the various duties.
- Preferably someone who has served on the committee for at least one year.
- Good penmanship to write appropriate letters geared to individual circumstances.
- Understanding of GDPR regulations or a willingness to learn them quickly.
- An attention to both detail and opportunity.