

Summary of post:

Role is to distribute information to prospective members, process new membership applications and make new members feel welcome and part of the group

Actions:

1. Answer enquiries about membership, usually by email and occasionally by phone. Send prospective members a membership form and a u3a information pamphlet usually by email.
2. Process membership requests by entering new members names, addresses and contact details into our Beacon Database. (Full training on Beacon use will be given)
3. Use Beacon to send a welcome email to the new member; post membership card and a u3a Welcome Pack. (In the past year there have been 60 new members, previous year 40 new members)
4. Liaise with the Treasurer re subscription rates, cheques and Bank transfer payments.
- 5 Ensure Data Protection guidelines are followed.
6. July: update membership forms and membership documents (this can be done by another committee member)
7. Twice a year ensure the committee organise a new members welcome tea.
8. Four times a year send an updated list of members who subscribe to the Third Age Magazine to the National Office.
9. At monthly meetings, be available to greet new and potential members. Give them membership forms and u3a information pack and make them feel welcome.

General:

Work as part of a team by:

- Attending committee meetings whenever possible
- If you are able, arriving at monthly meetings at approximately 1.30pm to help set up kitchen/hall
- Helping other committee members as necessary; and on specific occasions, e.g. parties and new members events, if you are free

The Five Deans u3a is a charity and all committee members are Trustees of the charity.