

Summary of post:

Process the annual membership renewal process which takes place between July and September

Actions:

1. June: update renewal forms with new subscription prices and dates.
Print Membership cards for new year (this can be done by another committee member)
2. July, August and September: put messages in the newsletter about renewing membership.
3. July: send out renewal notice to members (I suggest this changes to an email sent from our Beacon Database)
4. Receive renewal forms and payments from members. Liaise with the treasurer re cheques and Bank transfer payments.
5. Use Beacon Database to record the renewals and payment type. Check the details held in the data base are correct and amend as necessary. (Full training on the Beacon Database will be given)
6. Post a membership card to members as they renew
7. Mid-August send an email reminder to members who have not renewed and September send a final written reminder. Update Beacon with any resignations.
8. Ensure Data Protection guidelines are followed.
9. Assist membership secretary at monthly meetings by talking to prospective and new members to 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.

Updated February 2025