

MEMBERSHIP SECRETARY

On one level the Membership Secretary role ensures that the membership database is up to date and accurate and that key activities run as smoothly as possible for new joiners and those renewing each year. It is also an advisory/information role e.g. enquiries from those wanting to know more about our u3a before joining, queries from members and even from other u3as. The Membership Secretary works closely with other committee members to provide information to support the aims of Worcester u3a.

Below are the key activities for the role:

- Maintain database of all current members on the Beacon Computer System e.g. correct details at point of joining, any changes notified in year.
- Respond to all membership queries via web-site, telephone or post, in a timely fashion.
- Check regularly that the Website membership information is up to date (inform Web editor of changes needed). Eg new joining period commencing 1st June, renewals commencing 1st August, subscription rates. These include the forms for postal renewals and applications
- At the beginning of August, send a renewal notice email to all existing members with an email address. Include methods of payment, where and when by. Send out timely reminders to those who have not yet renewed at the beginning of September. Before the end of September, lapse members who have not responded and change the status of all non-renewals to 'lapsed'. This is the main and busy time of the year and Membership work very closely with the Finance side during this period.
- 5 times a year upload information from the Beacon database to the Third Age Trust who publish Third Age Matters (TAM) magazine for those who are on the circulation list.
- Send the Newsletter out with cover email – monthly.
- Usually once a year, after renewals update the list from Beacon for those receiving the Newsletter by post and send to the Reprographics Secretary for printing/posting.
- Once a year, check that the Guest members are main members of another u3a.

General information

- Any hard copies received of new member/renewal application forms must be kept for 7 tax years to comply with HRMC rules.
- Formal training on the Beacon computer system is provided for the role by the Third Age Trust before taking up or at the beginning of the role.
- An induction and handover period will be provided by the outgoing Membership Secretary. This will include main processes, reference material and examples.

Revised: November 2025