

Cawthorne Choral Society

Role Description: MEMBERSHIP SECRETARY

PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects of the Society as set out in its Constitution document.

To maintain up to date records of all current members of the Society keeping within guidelines outlined in the Society's GDPR policy.

KEY RESPONSIBILITIES

1. To maintain a record of the membership of the Society consisting of member's names, contact details, subscription payments, dates, and any other information the Committee agree is relevant.
2. To ensure that membership data is maintained in line with the Society's GDPR policy.
3. To provide an enrolment form and Welcome letter to each member at the beginning of each year as the means to collect and/or update this information. Members are required to re-enrol each season.
4. To liaise with Secretary and Section Representatives to ensure new members are welcomed and enrolled. To provide the new member with a copy of the welcoming letter.
5. At the start of each season provide Membership Cards containing brief details of the Society, Committee officers and the programme for the coming year, which record the name, subscription and membership number of the member and acts as a receipt of payment.