

Membership Secretary

Roles and Responsibilities

- Receive and progress membership applications
- Manage the group's email subscription renewal process.
- Maintain current membership lists.

Key Activities

- Produce documentation as necessary to invite membership renewals annually.
- Maintain an up-to-date list of all street scheme members.
- Develop and Maintain a handbook for new members and make it available via the street scheme's website, or in hard copy if required. Ensure that it is distributed to all newly joined members of GRASS.
- To meet and liaise with all new members to ensure that they are made to feel welcome; and then to assist them in fitting into the street scheme and its structures as required.
- To liaise with any member who opts not to renew, in order to understand why and to identify any significant trends in changing membership. To report these to the committee as appropriate and recommend any actions which should be considered.
- Within the confines of the Data Protection Act, provide the GRASS committee with any data held on the membership data base.
- Assist with the organisation and running of GRASS events.
- Where possible and relevant, ensuring compliance by members with Safety guidance and the GRASS Constitution.
- The Membership Secretary is the principal administrator for the club. This is a pivotal role in which the membership secretary carries out, or delegates, all the administrative duties that enable the club to recruit and retain its members.
- Be the first point of contact for all general membership enquiries.
- Provide suitable advice to potential members about attending appropriate club activities for their ability.
- Ensure all prospective members live in the designated GRASS area.

Qualities and Skills Preferred

- Computer literate, with experience of administering simple databases.
- Ability to communicate effectively by email or conventional letter.
- Good organisational skills, ability to adhere to deadlines.
- Confident and effective communicator.
- Great organisational / IT skills.
- Must be a self-motivated team player
- Ability to delegate duties.
- An understanding of the street scheme's various activities.
- Ability to represent the street scheme to potential members.
- Knowledge of the Data Protection Act.

Your Commitment to GRASS:

The term of office for the role of Membership Secretary is twelve months and requires an estimated minimum commitment of 16 hours per month / 192 hours per year.

The Membership Secretary shall be a regular attendee at GRASS committee meetings, which are held six times a year, attend the Annual General Meeting, and participate at all GRASS community events.

Most tasks can be carried out from home on a computer or tablet device. The Membership Secretary will need their own IT equipment.

GRASS's Commitment to You:

By accepting the role of Membership Secretary, the GRASS committee will commit to support you in this role, ensuring that members respect the positive contribution you are making to the club on a voluntary basis.

The street scheme also commits to refunding any prior approved expenses necessarily incurred on behalf of GRASS in a timely manner.