

MEMBERSHIP SECRETARY.

Activating paid membership. (If not paid online)

Admitting a member on WAIT LIST into a class. (In association with Tutor)

Changing / editing member's details.
(When not done by office staff or online by member.)

Changing class numbers (only with Course Co-ordinator's knowledge and / or by Tutor's request).

Checking for any members who haven't paid & follow up.

Deceased members when notified of their death.

Ordering consumables for the printer.

Printing out new class rolls each term and deleting non-attending members.

Printing name tags for new members and replacements for existing members upon request.

Withdrawing member from a course / reinstating member into course

Provide reports to the Committee of Management on membership statistics every month.

Provide a list of new members for approval at monthly Committee of Management meetings.

Order Lanyards as required.

Liaise with the committee of Management, where relevant, in regard to possible improvements to Membership processes.

Liaise with the Webmaster, where relevant, in relation to issues and improvements with the database.

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