u3a Llandrindod Wells and District

Membership Secretary Role and Responsibilities

The Membership Secretary is a full member of the u3a committee and is expected to attend committee meetings as and when they are held.

Monthly meetings

Attendance Lists need to be prepared before each meeting . Check all new paid up members are included on the list . Two copies are needed for each meeting .

Members attending for the first time can have a free Taster Session. Visitors pay £3 and both will need to complete the appropriate form.

Have available a stock of Welcome Packs for new members. Application forms to be included.

Committee meetings

Attendance numbers are reported each month to the committee at the next meeting. Also numbers of new members, tasters and visitors and deceased members.

New members

All information on New Members, including their membership numbers, need to be given to the Treasurer. Also include information on Tasters and Visitors .

As per data protection regulations inform the website manager of new members' email addresses if permission given.

Give names of new members to the editor of Borderlines to be included in the next magazine.

Other duties

Send up-to-date return to the Trust for Third Age Matters Magazine when requested during the required week. Usually around 5 times a year. Dates are sent by the Trust each year. Liaise with Treasurer to ensure list is correct and up-to-date before submission.