

MEMBERSHIP SECRETARY'S ROLE

For more information on activities please visit our website - www.wirralramblers.org.uk

PURPOSE OF ROLE

The main purpose is ensuring that new or prospective members are given a warm welcome to the Group and are aware of the opportunities to get involved. Also, in encouraging the Group to carry out activities and events that may promote membership. However, carrying out promotional activities does not need to be part of the role (although it can be).

DUTIES

- Receive the weekly list of new members from Central Office and ensure that the new members receive an up-to-date welcome letter that explains the activities of the Group.
- Ensure Bookings officer is sent a weekly copy of new members.
- Receive monthly reports from Central Office, extract relevant information and send a copy to the chairman.
- Take an active interest in the membership growth rate for the Group, ensure that membership development features on the agenda for the Group committee.
- To Liaise with club Welfare Officer as and when required.
- To ensure the group is following GDPR guidance and is compliant with it.

SKILLS & EXPERIENCE

- Good communication skills that will encourage new members to join and existing members to stay.
- Computer literate, comfortable with word-processing and email, and with basic spreadsheets.

SUPPORT AVAILABLE

Support is often available from fellow committee members in the Group or from Membership Secretaries in other Groups in the Area.

Resources are available on the volunteer section of the Ramblers website www.ramblers.org.uk/volunteer

Further information: Monday to Friday 09:00 - 17:00 email membership@ramblers.org.uk

Tel: 020 7339 8595

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