

Berkshire Record Society

Job description: Membership Secretary

1. Maintain membership list

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| 1.1 | Enter changes of address | Ad hoc |
| 1.2 | Remove details of members who have left | Ad hoc |
| 1.3 | Add details of new members | Ad hoc |
| 1.4 | Write to welcome new members, advise of benefits (e.g. purchase of back numbers at members' rates) | Ad hoc |
| 1.5 | Provide current membership total for report to AGM | April |

2. Monitor subscriptions and invoice as necessary

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| 2.1 | Check and log regular payments (check bank statements) | January |
| 2.2 | Send invoices to institutional subscribers who don't pay by standing order/direct debit or via an agent | February |
| 2.3 | Send reminder letters to individual members who don't pay by standing order/direct debit | February |
| 2.4 | Chase up non-responders from 2.2 and 2.3 | April |
| 2.5 | Log subscriptions received via agents (N.B. Most agents pay in the autumn preceding the relevant subscription year) | October-January |

3. Mailings

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| 3.1 | Produce labels for mailings as necessary, usually twice a year:
one for the AGM (mailing a month before the meeting)
one for distribution of volumes | c. April
Ad hoc |
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