

Membership Secretary: Role and Responsibilities

last updated Jan 2016

current incumbent: Oliver Holtaway (elected 2015-2017)

The Membership Secretary is responsible for:

- Maintaining the Members Register
- Collecting subscriptions from members who do not pay on a monthly or annual basis

Adding members

When a member joins online, an email will be sent to bathcitysocietycommittee@gmail.com - the Secretary will pass this onto the Membership Secretary. Postal applications to join will be passed by the Chair or other committee members.

The Membership Secretary shall:

- Add new members' details to the list, recording the year joined, payment choice, name, address and contact details
- Check with the Treasurer to ensure that the requisite monthly or annual payments have been received, and liaise with the new member if there are any problems.

Collecting subscriptions

The Membership Secretary shall:

- Issue a reminder in May of each year, by email or post, to all members who do not make regular contributions, asking for the annual subscription for the coming membership year (June 1 - May 31)
 - This may include issuing e-invoices via PayPal, in co-operation with the Treasurer
 - The Society Committee may vote to extend the deadline for payment
- Issue a further reminder by email or post in July to any member who has not paid
- Issue a final reminder by telephone in August to any member who has not paid
- Thank each member individually by email for renewing their subscription, and record their contribution on the Members Register.

Removing members

The Membership Secretary shall:

- Remove any member from the Members Register who has not paid their annual subscription by 31 August (or such date agreed by the Committee), or who informs the committee of their desire to leave
- Retain a record of former members' past contributions to the Society, in case a member chooses to rejoin
- Contact removed members by email, post or telephone to let them know that they have been removed, and explaining how to rejoin.