

Role Specification Document : Nominations Committee of Q&B

Post Title:	Membership Secretary
Outline role description (1 sentence) :	Maintain membership database and correspond with members about their subscriptions.
Main responsibilities - :	<ol style="list-style-type: none"> 1. Process new members' subscriptions - check for payment, authorise access to the website, add to MailChimp. 2. Monitor the member subscription renewal process – check for payment and update subscriptions (when not done automatically by the system). 3. Liaise with late payers to encourage renewal, and remove those from the system (including MailChimp) who do not wish to renew their subscription. 4. Prepare and present membership report at management committee meetings.
Qualities, skills and experience required:	<ul style="list-style-type: none"> • Good attention to detail • Task completion • Patience • Ability to use online systems (Joomla CMS system, online banking and Paypal)
Member/Attender requirement:	
Knowledge of Quaker Business Method:	
Time requirement:	