



MEMBERSHIP SECRETARY

Role and Responsibilities

- Ensure all new members receive a Welcome leaflet
- Advise new members of the ways they can join, the financial payments and the form that needs to be completed
- Ensure membership fees are collected and entered on to the spreadsheet together with all details from the form. This is important as Gift Aid cannot be claimed without this information
- When the monthly bank statement is received, balance with the spreadsheet. If there is a problem speak to the Treasurer
- Ensure Treasurer and Membership Secretary set up and approve any refunds when necessary
- Ensure when show cast is announced all non acting members upgrade to full members
- After Spring show and before CAODS financial year end, balance membership account and arrange transfer of money to main CAODS account together with breakdown of members categories
- Ensure all new members email addresses are communicated to CAODS Google Mail administrator. Also advise Administrator of any changes in current members email addresses
- Prior to the new membership year starting send out a letter outlining renewal of membership, how much to pay and how to pay. Follow this up with a reminder
- Actively communicate with past members to ensure renewal if possible
- Give new members the password for the Members Area on the website

January 2020