



## Ten and Quarter Inch Gauge Railway Society Membership Secretary

### JOB DESCRIPTION FOR LIST OF APPROXIMATELY 100 MEMBERS

1. Review existing records and update from membership survey return.
2. Depending on quality of records assume everyone has paid until 31/8/16.
3. Update paid membership records from 1/9/15 via PayPal, cheques, standing orders received and copy bank statements (from Treasurer).
4. Quarterly email advice (monthly/bi monthly to be agreed with the committee) of membership numbers.
5. Chase outstanding member's subs, process emails/post cards i.e. hard and soft, set up chasing schedule.
6. Paper and stamps float £100. Annual return to Treasurer re costs.
7. Research reasons for dropped members if possible.
8. Attend AGM (early September Sunday) to collect subs and present brief comment on membership movement such as Total membership as at 31/8/15 xxx of whom xx pay by standing order, xx by PayPal, xx by cheque and cash etc.
9. To comply with Data Protection legislation.

### CORE RESPONSIBILITIES FROM CONSTITUTION

The Membership Secretary shall be responsible for:

- A. Keeping an accurate record of members
- B. Collecting yearly membership fees and recording same
- C. The prompt passing of those fees to the treasurer

The membership year will coincide with the financial year of 1 September to 31 August.

Rick Osman, chairman

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