



## **COMMITTEE MEMBER JOB DESCRIPTION – MEMBERSHIP SECRETARY**

The Membership Secretary is ultimately responsible for ensuring that the Membership are communicated with, managed and given direction to ensure a good turn-out at each meeting and to maintain the membership database.

The role includes

- Membership
  - Maintain the membership register and keep the Committee up to date with changes
  - Remind members when their membership is due for renewal
  - Deal with general membership enquires
- Events
  - Send out initial invite to members, ad-hoc members and guests
  - Different content/booking links for each group
  - Send out reminders a week before event
  - Co-ordinate menu selections for events
  - Confirm numbers the week of the event
- Liaise with BBW Treasurer
  - Membership payments
  - Event payments
  - Ad-hoc queries
- General enquiries
  - Email
  - Phone
  - Update the Website designer of new members or members who have left

## **ADDITIONAL DUTIES**

As with all other committee members, the Membership Secretary is expected to attend as many monthly BBW meetings as possible. She should also attend the formal events earlier than other members to assist with preparations, and stay behind to help pack up wherever possible.

All members have a role at the meetings which includes welcoming new members and introducing them to other BBW members. It is crucial that the meetings are inclusive and friendly but without becoming a social gathering. Ultimately BBW is about business networking.

All Committee Members also have a commitment to attend the monthly BBW committee meetings wherever possible.



## **THE ROLE OF THE MEMBERSHIP SECRETARY**

### WHAT QUALITIES ARE NEEDED?

The Membership Secretary should have:

- Adequate time to perform her role (hours vary per week)
- Enthusiasm
- Good organisational skills
- Good communication skills
- Honesty and integrity
- A good eye for detail
- Confidence to resolve issues