

Membership Secretary, Ravensbourne Valley Residents Association

Role mission statement: to welcome new members, manage member additions and deletions on the master membership database, and coordinate activity of the 15 Road Reps who represent the society to members

Key tasks:

1. Respond to membership requests which come in by email or from the website, and send a welcome email (from template) with payment details, membership benefits, website login details and next member meeting (average 0-3 per month)
2. Own the member database – adding new members to the master sheet and individual road rep sheets, and responding to leavers and any other membership enquiries
3. Act as point of contact for road reps (who are in turn the point of contact for individual members)
 - a. providing them with up to date membership lists for their areas
 - b. supporting road reps in encouraging electronic payment of subs, and collecting cash subs where required
 - c. responding to any ad hoc queries from road reps
4. Liaising with the treasurer on any payment related road rep queries