



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB DESCRIPTION : MEMBERSHIP SECRETARY

OVERVIEW

The Membership Secretary

- has overall responsibility for the Membership Team who process the membership subscriptions received by cheque, BACS/SO, Genfair or the Society website (see below)
- Writes a quarterly report for the Executive Committee;
- Deals with queries received from members via email and post.
- Processes the annual Gift Aid Claim.

Membership Team Tasks include:

- Banking membership subscription cheques received (Data Manager)
- Checking Bank A/c (Santander) for payments received via BACS/SO (Data Manager)
- Processing payments received via Genfair.com (Data Manager)
- Entering payments on an Excel spreadsheet sent monthly to the Finance Team (Data Manager)
- Updating the website with payments received via cheques, BACS/SOs and Genfair (Website Administrator)
- Creating new accounts and updating members details on the website (Website Administrator)
- Entering and updating membership details on the Membership Database (Data Manager)