

Somersetshire Coal Canal Society

Role Description – Membership Secretary

The role of the Membership Secretary is to maintain the Society's membership list and to be the first point of contact for all membership related topics. The duties of the Membership Secretary include the following:

- To maintain a list of members personal information as defined in the Society's Privacy Notice
- To respond to any queries and complaints from members relating to the Society's use of members personal information.
- To process new membership requests, informing the Treasure of cheques received and Gift Aid declarations
- To record the receipt of members annual fees and to follow up any missing payments
- To distribute appropriate communications on membership matters to members
- To keep the committee informed of membership numbers and any related topics
- To work with the Magazine Editor on the distribution of the Weigh-House magazine to members and other supportive bodies