



CBA YORKSHIRE JOB DESCRIPTION MEMBERSHIP SECRETARY

OVERALL PURPOSE OF POST

The overall purpose of the post is to receive subscriptions from members and to manage the records of the membership of the group including sending out membership renewals. The postholder will receive regular updates from the National CBA on group membership.

MAIN ROLES AND RESPONSIBILITIES

- (1) To maintain up to date records of the membership of the group and receive individual subscriptions
- (2) To work closely with National CBA on the exchange of membership information
- (3) To send out reminders to renew subscriptions
- (4) To give the committee regular updates on membership numbers

PERSONAL REQUIREMENTS

- (1) Organisational ability, particularly accurate record keeping
- (2) Ability to maintain a database and to analyse the same
- (3) Ability to deliver clear and concise reports to committee

PERSONAL DEVELOPMENT

This post will give you experience of:

- (1) Undertaking a key role at the centre of a team
- (2) Experience of the workings of a committee structure and in particular the issues surrounding membership
- (3) Maintaining and analysing records