



Membership Secretary – Role Description

September 2022

Overview

A part of the SEAOA Committee, the Membership Secretary has a key role to play in supporting the whole Committee in the support of officials in the South East of England. While largely administrative, the maintenance of membership records and the management of the website contract are the bedrock of good communications to the membership and sound financial planning for the Association.

The role relies on effective but basic use of electronic methods such as Excel spreadsheets and Word documents and email.

Tasks

The tasks, from the perspective of the outgoing Membership Secretary, Paul Kirkpatrick are:

- To maintain a database of the Membership (approx. 320) including contact details, disciplines and levels, subscriptions paid and rule book requirements (in line with GDPR).
- Take requests for new membership and send out renewal reminders and Membership Confirmations. Liaise with Treasurer to confirm membership payments, and Conference Secretary to inform of paid up Members.
- Place orders for UKA and WA rule books to meet Member's requirements, take bulk delivery (about 450 books in total), then distribute to relevant members. Keep a small stock to supply new members that may join during the membership period.
- Liaise with the SEAOA website master to keep site up to date, and receive enquiries from the website contact form. Post meeting minutes and other information as requested. Control Members only access to the website.
- Make any relevant posts on the SEAOA Facebook page.

Good record keeping is essential, and currently email is using a gmail account, and data is stored on "Google Drive", using Excel and Word. Good working knowledge of these is required. (Such as label printing, and know the difference between "vlookup" and "concatenate")

Further Information

If you would like to find out more about the role please contact Paul Kirkpatrick at:

seaoamembsec@gmail.com

Next Steps

As a Committee position, the Membership Secretary is selected through a vote at the AGM which, this year, is being held on 20th November during the annual Conference.

To express an interest in standing as Membership Secretary, please send a few lines about yourself, your interests, and how you hope to help the SEAOA support our officials to seaoamembsec@gmail.com. This will be passed on to our Chair, Peter Lee.

If you would like to stand but are unable to attend the AGM in person that won't be a problem.