

Role description for membership secretary

Role description for Membership Secretary.

Role title: **Regional Meeting Membership Secretary**

Member or Attender of the Society

Approved by NSWRM on 4.5.2019

Overview and purpose of role

The core responsibility of the RM Membership Secretary is to manage the database register of Members and Attenders of the Regional Meeting. The Membership Secretary may be supported by an Assistant.

Responsibilities list

- Maintain an up-to-date register of Members and Attenders (including children) within the Regional Meeting
- Record transfers of membership according to the *Handbook*
- Report annually to Yearly Meeting and to the Regional Meeting as required
- If required, maintain a list of office-holders (Clerk, Treasurer) including their dates of appointment
- Manage the relevant sections of the RM webpage
- Liaise as required with the AYM Membership Secretary
- Attend to any task as requested by the RM meeting for worship for business.

Resources

- *AYM Handbook of practice and procedure.*