

Membership Secretary Role description and person specification

The role of the membership secretary is to be responsible for keeping up to date records of all new and existing club members, and also to be the registration link for the club with the Ladies Association of British Barbershop Singers (LABBS)

General Actions

- Keep attendance records -weekly attendance of members on chorus nights
- Keep membership records. Individual members details (name, address, telephone numbers and e-mail addresses)
- Upkeep SCS annual membership to LABBS. (LABBS send out forms in December and May, to be completed for the annual January and June membership subscription. The forms to be completed with individual members' details and returned to them with the appropriate cheque.
- To complete Prelims and Convention registration forms and return with the appropriate cheque to LABBS
- To prepare a report for every main Committee meeting
- To prepare a final end of year report for the AGM
- To send out communications to the chorus as required
- To order chorus name badges from designated company
- Receive all mail for the club, to be taken to the next committee meeting, if it is urgent to ensure the chair or in her absence the vice chair has it brought to their attention for action
- Write to the LABBS Directory editor, informing her of the new committee members and their names and addresses and any other change details

Quality and skills required

Ability to use a computer
Good communication skill
Good organisational skills
Good time keeping skills

August 2017