



LUNDY FIELD SOCIETY

for the study and conservation of a unique island

Established 1946
Registered Charity 258294
www.lundy.org.uk

Membership Secretary Role Description

Main Duties and Responsibilities

- Attend in person or zoom committee meetings (4 times each year)
- Attend the AGM
- Abide by the committee code of conduct
- Write reports for every committee meeting
- Give a presentation to the AGM
- Write a report for the Annual Report
- Supply address labels or spreadsheet of addresses for each LFS publication
- Advise editors of number of copies of publications required for members, institutions, potential new members, Bulletin and Annual Report and for the Lundy Landmark properties
- Supply the shore office, ship and the island with membership application forms
- Be aware of GDPR regulations and Society policies
- Claim postage, label and envelopes purchases from the Treasurer
- Keep the membership database up to date
 - add all the annual subs payments - the bulk in January and then throughout the year
 - amend any change of member's postal address
 - amend any changes to email addresses
 - add new member details
 - delete non-payer details later in the year
- Send out reminders to non-payers - usually first reminder in the spring
- Answer queries from members and potential members about subscriptions etc.
- Keep the Society email list up to date

New Member Administration

- Receive online or paper application forms
- Receive online payment advice from the treasurer or bank the subs cheque
- Email a thank you and welcome letter to the new member, explaining the benefits of being a member - library, conservation breaks, publications etc.
- Add their email address to the address list
- Add their name to the new member list ready for committee, presentation and AR report - noting if they've given permission to give their name and interest in reports (GDPR)
- Prepare a new member pack - the latest Bulletin and Annual Report and a Journal if published in the current year
- Post the packs (save the post office receipt)
- Enter the members' details onto the membership database

Skills requirements

- Ability to use a database; currently Access
- Ability to use Word for reports

- Ability to mail-merge with Access and Word
- Ability to produce PowerPoint presentations for AGM
- Record keeping – within the constraints of GDPR
- Attention to detail to ensure integrity of members' personal details
- Diplomatic skills in dealing with membership queries by email and telephone and liaising with Treasurer
- People skills at the AGM
- Time management to ensure timely dispatch of new member packs

Sandra Rowland - October 2023