

FTNA MEMBERSHIP SECRETARY

The Membership Secretary will be responsible for operating and maintaining the charity's membership records. They will be conversant with the principles of the Data Protection and Privacy Policies, and other relevant policies and procedures approved by the FTNA Council.

Ideally we are looking for a person with some previous Membership Secretary experience however, someone who shows serious keenness and enthusiasm to learn and take on the role will also be considered as training can be given. This is a voluntary, non-trustee role and the appointed volunteer will act as a point of contact for the charity's Membership administration, regularly liaising with and reporting to the FTNA trustees.

Responsibilities include :-

- Maintaining the FTNA membership database whilst dealing with new membership applications, subscription renewals, lapsed memberships and membership queries, etc.
- Reconciling the Membership subscription receipts received in the FTNA bank account, plus PayPal, cash and cheque payments.
- Liaising with the FTNA Treasurer with regard to claiming Gift Aid on subscriptions and donations.
- Providing current contact lists extracted from the FTNA database for Magna magazine distribution, and general membership emailing and postings, etc.
- Liaising with the FTNA Webmaster to maintain email addresses eligible for using the Members area of the website.
- Making sure that all membership information held on the database is kept secure and backed up.
- Maintaining and populating the membership spreadsheets for the membership total figures, the membership Transfer Forms, etc.
- Providing a written report for the bi-monthly FTNA Council Meeting.

Most of the Membership Secretary role is carried out independently however you will be in regular contact with the FTNA Treasurer, Webmaster and other trustees. As the majority of our administration now takes place via on-line conferencing or conference calls this is a role which could be carried out remotely.

Assets useful to the volunteer carrying out the role would be :-

- Ability to work on own initiative.
- Good IT, written and oral communication skills.
- An accuracy and attention to detail.
- The ability to quickly understand the needs of the charity and its administrative team.
- The ability to ask key questions to enable us to clarify requirements.
- An understanding of the resource constraints of the charity.
- Being open to giving and receiving feedback.

As Membership Secretary your input is extremely important for the charity in helping to maintain secure and accurate records on its database, without which the charity would have problems functioning. Direct communication and contact with the members also means that you are an essential element in how the Friends presents itself to the membership.

For the volunteer who takes up this post there is the knowledge that they are playing a key role in assisting the FTNA to continue with its work of helping the TNA and its staff in educating the public about the nation's documents and opening up those documents to a wider audience.

Further details and a fuller role description can be provided during an online interview.

Please contact :- Eileen Wicks, Vice Chairman vicechairman@ftna.org.uk