

ROLE OF NEW MEMBERS' SECRETARY BFu3a

The New Members' Secretary should be elected at the Annual General Meeting (AGM) in accordance with the BFu3a Constitution.

The New Members' Secretary will manage the introduction of new members to BFu3a and encourage them to participate in our activities such that they may introduce new ideas and hopefully new groups. The New Members' Secretary will show our new members the full benefits that BFu3a offers to our lives

Primary Tasks

- To respond to enquiries from prospective members and to provide them with literature on BFu3a and the Membership Application process;
- Ensure that new members are welcomed and have all the information they need to participate fully in the activities offered by BFu3a;
- Provide a point of contact for any queries from new members;
- Keep the New Members Welcome Pack comprehensive and up to date;
- Create and issue new members with a membership card, the New Members Welcome Pack, a copy of the latest BFu3a Newsletter and, if not already signed up, a Gift Aid form;
- Regularly update the information that will be provided to new members;
- Raise with the committee the reasonable adjustments that might be needed to ensure that new members with health and disability issues can be accommodated;
- Provide a supply of visitor forms and Membership Application Forms for the welcome desk at Open Meetings, and also assist at the new members desk;
- Assist in arranging new members meetings as required, and consider setting up a buddy system so that new members feel welcomed and included from the start;
- Maintain close contact with the Groups Support Officer and Group Coordinators in order to provide new members with accurate information about availability in Interest Groups and, as far as possible, ensure that new members are able to join the Group(s) of their choice.

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual trustees' opinions or voting choices are, once an item is approved by the Committee, all trustees must accept it as decisive and final without further comment (see National Office Trustees Code of Conduct – Corporate Responsibility).

Where possible and by agreement, undertake ad hoc tasks as required by the Committee.

Forward a brief report to all Committee members seven days prior to the next Committee meeting.

Prepare and carry out a comprehensive handover to a new incumbent when appointed.