**Membership Secretary**

**Purpose of the Role**

* Processing new memberships for all member types, including invoicing and payment
* Welcoming new members to SHCG, including highlighting SHCG membership benefits and updating membership pack
* Maintaining contact with members and delivering their digital format of News and Journal
* Passing on payment information to SHCG Treasurer
* Collating Gift Aid forms and information for SHCG Treasurer
* Respond to membership queries promptly
* Ensuring members contact details are kept up to date
* Managing member information for those who do not pay promptly
* Support the News Editor and Journal Editor with membership details when required, to post out newsletters, emailing to digital members etc.
* Support the Digital Editor with details of membership and the SHCG JISCMAIL list
* Support the Marketing & Partnerships Officer with mailing list updates
* Expect to engage with the work of SHCG and respond to requests for consultation, reading and commenting on proposals from other Trustees.
* Ensure membership data is managed to SHCG privacy standards
* Support Conference and Seminar Organisers identify members booked on events

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend 3 Trustee meetings a year (attendance and travel = 1 day)
* Organised and methodical
* Attention to detail
* Able to respond to any membership queries promptly and meet deadlines as required

**Impact**

The Membership Secretary is responsible for maintaining the membership subscription database and to process new memberships.

**Support**

The Membership Secretary will receive support from fellow trustees, specifically the Treasurer to ensure an efficient and prompt transfer of payment.

Updated April 2020