



## **Volunteer needed - Membership Secretary for The Friends of Lewes**

We need someone to be the Membership Secretary for the Friends of Lewes and to help the FoL with its mission to Keep Lewes Special.

The Membership Secretary role helps by organising, informing and engaging the membership and plays an important function within the Membership Services Committee (MSC) which in turn report to the FoL's Executive Committee.

The role should take approximately 1-2 hours per week with training and ongoing support available and would suit someone who is reasonably numerate and P.C / I.T literate. You will need to have access to a P.C or Laptop and ideally a printer/scanner. Reasonable expenses will be reimbursed (postage, stationary etc).

As an element of the role involves dealing with personal and financial information, you will need to be conversant with the FoL's published privacy notice regarding adherence to the UK General Data Protection Regulations (UKGDPR) and the Data Protection Act 2018 and be mindful of security (e.g. avoiding email scams etc).

### **The key elements of the role are:**

#### **Membership Payments**

- Process new membership subscriptions and current members renewals via the easy-to-use online system Membermojo.
- Handle a small number of renewal reminders and payments by hand.
- Provide information on all the payments to the FoL's Treasurer.
- Respond to enquiries from members as appropriate.

#### **Membership Levels**

- Provide numerical information on the membership to the FoL's Executive Committee (monthly) and Membership Services Committee (quarterly).
- Consider any trends and actions and advise the Committees accordingly.
- Consider how to engage members, and to reflect their interests, feedback and needs.

**Optionally, it could be possible to have more than one volunteer join the MSC and thus divide the tasks and reduce the time involved.**

**Interested in arranging a chat on a non-commitment basis ?**

**Please get in touch with Diana Freestone via [enquiries@friends-of-lewes.org.uk](mailto:enquiries@friends-of-lewes.org.uk) .**