

# Group Membership Secretary

## **Time Commitment:**

Typically 30 minutes per week preparing any new members introduction letter(s). Additional 30 minutes per month updating the monthly summary spreadsheet and answering any membership queries raised by prospective members by phone or email.

## **Main purpose of the role:**

The main purpose is to ensure new or prospective members are given a warm welcome to the Group, and are made aware of the opportunities to get involved.

## **What we need from you:**

- A passion for walking and an affinity with all the charitable aims of the Ramblers.
- A desire to play a part in helping the membership of the Ramblers to grow.
- Good communication skills that will encourage new members to join and existing members to stay.
- Computer literate, comfortable with word-processing and e-mail and also with basic spreadsheets.
- Must have access to email and willing to receive electronic communications relating to the role.
- An understanding of the data protection Act in relation to handling personal data.

## **What you will be doing:**

- Receive a weekly updated spreadsheet from Central Office containing details of new members who have joined the Lower Wharfedale Group in the previous week.
- Send all new members to the Group a welcome letter that explains the group's activity, walks programme, achievements, and opportunities to get involved.
- Receive monthly Membership reports from Central Office. Monitor the growth rate of the group looking for trends or patterns using a simple spreadsheet.
- Respond to enquiries from prospective new members by phone or email.
- Attend the Lower Wharfedale Committee meeting to report on Membership trends and issues.

## **Resources:**

Resources are available on the volunteer section of the Ramblers website

[www.ramblers.org.uk/volunteer](http://www.ramblers.org.uk/volunteer)