



## Fairford & District u3a

### Role description – Membership Secretary

#### Role Summary

- Provide information to prospective members
- Be responsible for administration relating to u3a membership e.g. membership joining processes
- Maintain accurate membership records, in the format agreed with the committee
- Be the go-to person at our u3a for new and potential members
- Act in line with the [u3a Trustee Code of Conduct](#).
- Act as spokesperson for our u3a

#### Support for your role:

- Help from experienced and current Committee members
- Trustee induction with our u3a
- Handover and support from the outgoing Membership Secretary, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, [info@u3a.org.uk](mailto:info@u3a.org.uk)
- Networking opportunities with [local u3a networks](#), region/nation support teams and [Council Representatives](#).

#### Key Tasks:

##### Prospective and new members

- Ensure contact details for our u3a are available to prospective and current members and kept up to date with the Third Age Trust
- Respond to enquiries from prospective members. Provide information needed to become a member (e.g. membership application process)
- Maintain close contact with the Groups Coordinator(s) to provide new members with accurate information about availability in interest groups

##### Communications and support

- With other committee members arrange open days for members of the local community to showcase u3a and the benefits of joining. Increase awareness and attract new members
- Develop joining/welcome packs for new members
- Review with the committee any reasonable adjustments that might be needed for members with health or disability issues

##### Ongoing administration

- Liaise with the Treasurer on the financial aspects of membership e.g. accepted methods of payment, pro-rata subscriptions, Gift Aid and processes to ensure the Treasurer knows who has paid for their membership and when
- Oversee the membership renewal process; send out reminders and final reminders when renewal is due



- Maintain a record of members who wish to add Gift Aid; ensure this information is shared with the Treasurer
- Maintain up-to-date membership information in line with data protection requirements. Oversee deletion of redundant membership information (e.g. those who do not renew their membership)
- Provide the committee with accurate figures for new members and the total number of current members
- Create and maintain an accurate list of members who wish to receive the Third Age Matters magazine. Upload this data, via the online portal, to the distribution company

### Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more, please email [secretary@fairfordu3a.org.uk] to learn more about the role

<b>u3a</b>	<b>Role description: Membership Secretary</b>	<b>Fairford &amp; District u3a</b>
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.1	Role description created	21/04/2026