



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION – MEMBERSHIP SECRETARY

RESPONSIBLE TO: *Chairperson and Musical Director*

RESPONSIBLE FOR: *The maintenance of an accurate and up-to-date membership list and relevant registers*

MAIN TASKS:

- 1. Accessing and maintaining an accurate database of members on a monthly basis to include:
 - a. New memberships as they arise**
 - b. Modification of existing members' details****
- 2. Welcoming and being the first point of contact for new members**
- 3. Informing new members of specific details such as rehearsal times, fees and payment details**
- 4. Providing forms to new members to include their personal details, gift aid [if appropriate] and bank details**
- 5. Liaising with new members over the first two weeks of membership to ensure a smooth introduction to The Society**
- 6. Taking responsibility for the production of termly SATB registers**
- 7. Ensuring registers are available at rehearsals and are completed by all members attending**
- 8. Ensuring registers include performance dates and members' commitments and liaising with the Musical Director with the detail**
- 9. Liaising with the Treasurer in relation to securing payment from all members**
- 10. Informing the committee of member numbers as appropriate**