

Membership Secretary

- Prepare for and attend 4 committee meetings and AGM annually.
- Provide regular membership reports to the Committee.
- Ensure new members to the Group receive a welcome letter that explains the group's activity, walks programme, achievements and opportunities to get involved at both the Group and Area level. Update this information regularly.
- Check for new members at least monthly and send out welcome messages accordingly.
- Adjust welcome message/information as appropriate.
- Invite new members to join the group Facebook and WhatsApp communities.
- Have due regard for GDPR principles when accessing members' personal information and when sharing that data with other committee members for agreed purposes, such as facilitating the distribution of walks programmes to all members of the group on a regular basis.
- Raise new member recruitment opportunities within the group at local events.
- Monitor the growth rate of the group looking for trends or patterns.
- Be the point of contact on the group website.