

## **THE ROLE OF THE MEMBERSHIP SECRETARY**

- to ensure that the Society's database of members is maintained accurately;
- to ensure that the names and addresses of members eligible to receive *Recorder Magazine* are communicated to the distributor of the magazine;
- to ensure that scans of gift aid declarations are uploaded to the database record of each member claiming gift aid on their central subscription;
- to produce the biennial printed membership list and to arrange for its distribution to members.

## **PROCESS AND WORKLOAD**

Thanks to Anthony Hall's development of an on-line database for the Society's membership records, and his tireless, sympathetic, and highly effectual assistance to the membership secretary, the latter's workload has been transformed and radically reduced. The on-line database is extremely easy and intuitive to use, and requires no computer expertise whatsoever. The membership secretary's work consists of the following:

- **New and revised membership details**

Around the beginning of August, the membership secretary sends by e-mail to all branches a spreadsheet showing full details of the branch's membership for the previous year, and inviting secretaries (or whoever is responsible for branch membership) either to enter renewals, new members, and changes of details on-line, or to return by a set date the spreadsheet to the membership secretary with these changes and additions entered in it. In the case of branches which enter details on-line, the membership secretary need take no

further action; where a spreadsheet is returned to him or her, the membership secretary uploads it to the database on-line, and returns to the branch the spreadsheet which the database generates in response. This process is extremely rapid, since the database not only sorts new entries and checks for inconsistencies, but also calculates the total of subscriptions due. For members joining later in the year, the membership secretary uploads incoming spreadsheets as described above, or branches enter new members on-line.

- **Communication with the magazine distributor**

At regular intervals, the membership secretary communicates changes in the membership records to the distributor. This is done by a single keystroke, in response to which the database generates and despatches a spreadsheet showing the changes. In late December, the membership secretary informs the distributor of those members who have not renewed and should be removed from the magazine mailing-list. Details are likewise automatically generated and despatched by the database in response to a single keystroke.

- **Gift Aid**

Where branches have new members claiming gift aid, they send an electronic image of those members' gift aid declarations to the membership secretary who uploads them to the database. This process is also very simple and rapid. Where branches enter their details on-line, they upload scans of declarations without reference to the membership secretary. The database checks on its holdings of such declarations and advises the membership secretary where there are omissions.

- **Communication with the SRP treasurer**

The database produces a spreadsheet communicating to the SRP treasurer

what payments either as cheques or electronic transactions are to be expected from particular branches. The treasurer can access this spreadsheet for him- or herself.

- **Communication with the e-newsletter editor**

Updating the list of e-mail addresses requires no intervention at all by the membership secretary.

- **Printed membership list**

Every two years the membership secretary produces a printed membership list. This is very simply generated from the database, which produces it in fully formatted and camera-ready form. Some minor manual editing is required, but generally the list can be produced ready to print in less than two hours. It is then sent by e-mail to the distributor, who arranges for it to be printed and distributed to members with *Recorder Magazine*.