



The Society of Recorder Players

President: Philip Thorby

Registered Charity No. 282751/SC038442

SRP Membership Secretary Role Description

NB: This role description is draft as the role will be clarified further once the new membership system is fully in use.

The role of SRP Membership Secretary is a Trustee Officer Role.

This role has now been reduced. The Membership Secretary will support and liaise with Branch Membership Secretaries in their role. A Personal Membership Secretary will now liaise with Personal Members and affiliated groups.

myClubhouse is the management software company who will manage the membership system that branches use. The Membership Secretary will need to get to know it's features and functions using the Memsec Manual and ensure branches have access to the Branch User Manual.

Main responsibilities are:

- to keep Branch Membership Secretaries informed and up to date with their responsibilities, including how to access the membership system user manual;
- to support new Branch Membership Secretaries to get to know their duties;
- to ensure that the names and addresses of members are shared appropriately with Recorder Music Mail who publish and distribute The Recorder Magazine;
- to ensure that the online directory is correct for categories of members, including Honorary Members, Trustees and Role Holders and Visiting Conductors;
- to liaise with the Treasurer, Gift Aid Administrator and Personal Membership Secretary over membership and central subscription matters;
- to attend Trustee Meetings (six a year) both on zoom and face to face and to update and report to Trustees on membership matters as appropriate;
- to attend and report at Conference annually.