



The Surname Society

JOB DESCRIPTION FOR THE POST OF MEMBERSHIP SECRETARY

OVERVIEW

The Membership Secretary shall be responsible for maintaining and administering a membership database of all members of The Surname Society (or 'the Society') as well as managing the renewal/withdrawal of members, and to assist with various ways of increasing membership numbers

POSITION TYPE

This is a non-salaried volunteer position appointed by the Committee. The Membership Secretary is elected bi-annually by the Committee at its first meeting following the AGM. The postholder does not need to be a member of the Committee.

REQUIREMENTS

- Must be willing to attend Committee meetings of the Society, if required
- Must be adept with the use of email, the internet and social media networks
- Must demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Must have strong networking capabilities that can be used for the benefit of the Society
- Must have the ability to foster and promote a collaborative team environment
- Should be familiar with the major research processes in surname studies
- Should have the ability to commit time to conduct the role well, including travel and attending events out of office hours
- Should have excellent communication skills (both verbal and written)

SPECIFIC TASKS

Perform the following duties in furtherance of the Society's goals, including but not limited to:

- Keep a record of members' contact details
- Keep a record of the fee(s) members have paid, and any donations they may have made, in conjunction with the Treasurer
- Administer the annual renewal of subscriptions, providing reminders to members when it is time to renew subscription(s) if required
- Keep a record of membership fees banked via PayPal as well as in non-electronic form
- Provide suitable contact information to the Committee to update memberships lists/membership numbers
- Provide suitable contact information to the Committee for contacting members
- Assist with the promotion and raising of membership numbers
- Transfer all Society records within 28 days of term completion

TIME COMMITMENT

The Membership Secretary's time commitment is, on average, between three and five hours per week.

Approved at the Committee meeting of The Surname Society: 17 July 2021