

Membership & Contact Secretary - Job Description

- Act as an initial contact for prospective new members, and respond to their phone and e-mail enquiries. Send out the current events programme and any other relevant information to prospective new members, and follow up if required. Assist the prospective new member if they wish to be booked into their first event, by liaising with the event organiser.
- Compile and maintain records of all prospective new member enquiries.
- Receive, record and process trial membership applications.
- Receive, record and process full membership applications and pass the applicant's details on to the committee for full membership approval.
- Prepare and distribute renewal letters/e-mails and application forms to all full members, in advance of their renewal date. Receive, record and process the renewal membership applications.
- Pass all membership fees on to the West Kent IVC Treasurer.
- Maintain and update the West Kent IVC membership database.
- Inform the webmaster and the rest of the committee regarding membership changes, so that the club's mailing lists can be kept up to date.
- Maintain and update the West Kent IVC contact list. Periodically distribute the contact list to all full members, showing only those members details which they have agreed to be published.