

# Role of the Membership Secretary

## What is the role of the Membership Secretary?

Although the role of the Membership Secretary can be very different from group to group the Membership Secretary's duties generally cover the following main areas:

Keeping people informed with regard to group membership and virtual membership

Keeping group records (eg membership details and contact information)

### Membership tasks:

- Deal with membership applications.
- Keep group members records. This can be as simple as a list of the names, addresses and special interests of the each group member.

**Stand in for either the Chair or the Secretary in their absence.**