

## **Steamship Shieldhall Charity: Role Profile**

**Role Title: Membership Secretary**

**Appointed by: Trustees of the Steamship Shieldhall Charity**

### **Role Purpose**

Steamship Shieldhall Charity is well established as a volunteer led maritime organisation delivering a summertime programme of cruises available to the general public plus limited opportunities for visits by specialist groups.

Membership is a vital resource for the Charity, the annual subscription fee contributing towards the ship's operational costs, in return for which members receive a range of benefits. The Membership Secretary has overall responsibility for running the membership offering.

### **Reports to**

The Charity Trustees

### **Responsible for**

There are no staff/volunteers reporting to this role.

Close relationships will need to be developed with the Volunteer Coordinator, Magazine Editor and Hon. Treasurer.

### **Role Summary**

Main interface with the membership and responsible for processing membership applications, renewals and terminations.

Co-ordinates membership recruitment campaigns.

Maintains membership records consistent with the Data Protection Policy and guidelines.

Liaises with the Magazine Editor to ensure timely distribution of the Magazine.



### **Key Responsibilities/Deliverables**

Holds records of membership of the Charity across all classes of membership.

Actively participates in the recruitment of new members.

Processes membership applications, identifying potential volunteers and linking those applicants with the Volunteer Co-ordinator.

Maintains historical Share Holder database.

Recommends changes to membership fees to the Charity Trustees

Processes renewals and terminations of membership.

Reports membership data to the Charity Trustees, AGM and via Shieldhall Magazine.

Reports annual membership statistics to the Charity Trustees and the AGM.

### **Financial Dimensions**

Maintains all financial records relating to membership in accordance with the requirements of the Board as identified by the Hon Treasurer.

Banks membership fees in a timely manner.

Sends out renewals and reminders in a timely manner.

Maintains records of postage and stationery for reimbursement by the Treasurer

August 2023