

Bohemia Walled Garden Association

Job Description: Membership Secretary

Background

The membership secretary provides is responsible for membership and supporter records and regular communications.

The role holder is a member of the management committee in the capacity of a trustee.

Responsibilities

Duties include:

- Maintaining members and supporter records (including amendments to plot allocations, allocating members to categories, etc.).
- Removal of membership and supporter records when no longer required or when an individual unsubscribes.
- Creating and sending communications to members and supporters as applicable which have followed a peer review.
- Issuing plot renewal notices at the end of year.
- Issuing plot payment details when a new plot holder joins.
- Maintenance and monitoring of the annual plot holder confirmation Google Form.