



Membership Secretary (“MS”) Administration Guidelines

The role of the MS is generally to look after Membership Application and Registration, maintain the Branch Membership data base, update Member Information on Edinburgh’s website and send the Branch Membership list to Edinburgh twice a year. Specific duties are outlined below.

In preparation for new season (1st July – 30th June):

- New membership fees should be posted on the Branch website
- On-line and PayPal page on website should have fees updated
- Place an announcement in September White Cockade stating fees for upcoming year
- Request New Member Packs from Edinburgh – available from Edinburgh at no cost
- Request Membership cards for New Members
- Update Beginner Coupon
- Annual Calendar of Events should be prepared by others
- Distribute Renewal Letter and Membership Application Forms to Clubs

Fall Start-Up:

- Receive Membership Applications and Fees from clubs, individuals and on-line applicants
- Register all Membership Renewals and New Members Applications onto the Branch data base
- Issue Annual Calendar of Events (produced by others) along with such other materials and information sanctioned by the Branch
- Issue Permanent Membership Cards, Beginner Coupons and New Member Packs to new applicants
- Update Member Information on Branch data base and Edinburgh’s website.
- Forward Fees to the Branch Treasurer

Throughout Season:

- Attend Vancouver Branch Board meetings
- Maintain Vancouver Branch Membership data base
- Produce labels for the newsletter and deliver to the dispatcher
- Email Membership List to Edinburgh twice a year

Administration Guidelines – Membership Secretary
August 2017

