

# RICHMOND AMATEUR DRAMATIC SOCIETY

## Terms of Reference

### **MEMBERSHIP SECRETARY**

#### **JOB DESCRIPTION & REQUIREMENTS**

*The Membership Secretary is the focal point for the liaison between the RADS Committee and the prospective and subscribed Members and Friends of RADS.*

*The Membership Secretary should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats such as Word documents and PDFs.*

*The Membership Secretary should liaise closely with the RADS Treasurer, the RADS Publicity Officer and the RADS Webmaster and should be active in the translation of relevant RADS Committee decisions into information for the timely circulation to the Membership.*

#### **SPECIFIC RESPONSIBILITIES**

- ▶ The provision of a RADS **Membership Application Form** which should be completed by all Members to document the Member's contact details, theatrical interests and provide a signed statement indicating that they agree to their subscriptions being subject to Gift Aid.
- ▶ The collection of subscriptions and the maintenance of **Subscriptions Receipt Records** which includes the date of the payment of the required subscription, as agreed at the Annual General Meeting, and for those who join mid-year - the subscription paid, as decided by the Committee.
- ▶ Providing the Treasurer with details and cheques or cash in respect of **Subscriptions** as soon as possible.
- ▶ The provision and maintenance of a **Membership List** of current members.
- ▶ The provision of a list of **Honorary Members and Friends of RADS**.
- ▶ Communication with all **Friends of RADS**.
- ▶ The provision, and circulation, to all Members and Friends, of a **Monthly Newsletter** outlining important RADS diary notes and any relevant details as advised at a Committee Meeting or at the Chair's or the Membership Secretary's discretion. The Newsletter should be in commonly available digital format(s). Extra details (eg: forthcoming play synopsis/auditioning requirements etc) can be attached as a separate page. The Newsletter should be circulated by either e-mail or hard copy, posted delivery as soon as possible at the *beginning* of each month. Members should be encouraged to elect to receive e-mailed Newsletters wherever possible.
- ▶ Providing the Treasurer with details of **postage expenditure** for re-imbusement as soon as possible.
- ▶ Ensuring that all taking part in a **RADS Production** are paid-up Members.
- ▶ Meeting and greeting all prospective Members who may attend **RADS Clubnights**.