

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

TITLE: Membership Secretary

ROLE:

The committee member responsible for maintaining an accurate and up-to-date register/database of British Antarctic Survey (BAS) Club members, including contact details, a record of their Antarctic (or other) service, dates of joining, reasons for leaving (if relevant) and other information considered appropriate.

RESPONSIBILITIES:

1. To be aware of legislation within the Data Protection Act 1998 and subsequent amendments thereto.
2. To ensure that the membership list is accurately recorded on the club's website.
3. To issue the committee with a membership list not less than annually.
4. To issue membership lists on a periodic and appropriate basis to those members without web access.
5. To recruit new members in various ways; features on website, club magazine, referrals, direct approach etc.
6. Working closely with other committee members, particularly the Treasurer and Secretary, to facilitate the accurate recording of membership subscriptions.
7. Recording of death of members and informing other committee members, BAS archives, FID/BAS contemporaries of these instances etc.
8. Writing and sending of condolence letter to Next of Kin (NOK) of deceased including invitation for the NOK to "continue" membership of BASC. This responsibility to be shared with BASC Chairman, as appropriate.
9. To attend, either in person or by telephone, "Skype" or other medium, the club's committee meetings and to present reports on relevant membership issues and statistics and generally contribute to the business conducted at those meetings.
10. To attend the club's Annual General Meeting and verbally present the annual report on membership issues to the meeting.
11. To facilitate networking amongst members such as by providing contact details to fellow-members for bona-fide personal (as distinct from commercial) reasons.
12. To deal, as appropriate, with 3rd Parties, regarding membership matters eg. contacts from the media or other Antarctic-related bodies.

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13. To produce such information as required by the club's Magazine Editor for the distribution of the magazine to members, viz. names and addresses in suitable format for the printing of address labels.
14. To likewise produce information for the club's website facilitator of those members who have opted to receive the magazine via the website or by other "electronic" means.
15. To review roles and responsibilities on an annual basis and update accordingly.