**IMAPS-UK**

Tel: 0131 202 9004

Email: secretariat@imaps.org.uk
Web: www.imaps.org.uk
Registered Charity: 801142

# IMAPS-UK Membership Secretary Role Description:

This is a volunteer role fulfilled by a fully paid member of IMAPS-UK, elected as an "Officer" at the AGM onto the Societies organising Committee, for a period of one year. In addition to the responsibilities of an active committee member, the elected person must commit to the responsibilities associated to the secretary role.

**Overview:**

The leadership of IMAPS-UK requires the services of a fully paid up member of the society who is prepared to volunteer services to assist in the running and organisation of the society. The primary function of the Membership Secretary is to control the Membership Records of the Society and assist with enquiries and renewals regarding Membership.

**Responsibilities:**

The main role of the membership secretary is to maintain records of the Society membership including any affiliate memberships. This entails keeping a current list of the members. Regular contact with the book-keeper and Treasurer is necessary.

At the beginning of a new membership year the secretary invites previous IMAPS-UK members to renew their membership through an online system (if possible) or via Cheque/BACS invoiced payments. The secretary compiles the new member list from the updated information on online and information from the Treasurer on BACS / Cheque payments. Late or missing payments are chased by the secretary.

The secretary should also invite the lead corporate and academic members to nominate further associate members.

The secretary should send to all members an electronic certificate acknowledging their membership and ensure Corporate and Academic members provide their details for listing on the IMAPS-UK website.

A report of membership status and issues should be provided by the Membership Secretary at each IMAPS-UK Committee Meeting. Advice and assistance should also be freely provided to the proceeding IMAPS-UK Membership Secretary.