

STEYNING ARTS MEMBERSHIP SECRETARY ROLE

This role really does enable good communications between all members and core group to work. Ensuring new members are welcomed, their contact details are secure, and they are included in our mailing systems is the main focus of the role. The membership Sec works closely with co-chairs to help review and edit all communications and publicity so that clear, well presented messages go out to members via google and Mailchimp and publicity via 'Your Steyning' and other relevant local media contacts is also important.

Full role description

Task	What it involves	When
Member admin	<ul style="list-style-type: none">• Engaging with new members• chasing them to send sample photos• overseeing the approval process to make sure it happens promptly (chairs make the call)• dealing with queries• interacting with Treasurer and web team re payments and images.• Supporting the Art Trail venues team in dealing with anomalies	Mostly Jan-Mar, but trickle of enquiries throughout year.
Mailing list management	<ul style="list-style-type: none">• Updating the Mailchimp mailing list when new members or Friends of SA join, or details change.• Tagging contacts accurately so we know who's an active member/friends etc.	Mostly Jan-Mar, but trickle of enquiries throughout year.
Dealing with queries	<ul style="list-style-type: none">• Picking up promptly on incoming emails from members/new members/others and taking appropriate action to deal with them or forward on	Mostly Jan-Mar, but trickle of enquiries throughout year.
Strategic	<ul style="list-style-type: none">• Supporting the Chairs in making decisions on membership issues• Being part of the Core Planning Group	Occasional throughout year
Membership database back room work	<ul style="list-style-type: none">• Creating/amending online Google sign up forms for membership, Xmas fair and other applications• Keeping an eye on it to make sure it's working properly• Copying relevant info from it for others to use (e.g. to Venues team/Xmas Fair team)• keeping occasional backups.	Main work Aug-Sept (Xmas fair) & Dec-Mar (membership)
Mailing list back room work	<ul style="list-style-type: none">• Overseeing the Mailchimp account.• Understanding enough about how it works so we are using it intelligently.	All year round, but doesn't take much if you know what you're doing.

Members newsletter editor Friends newsletter	<ul style="list-style-type: none"> • Editing and sending out the Mailchimp newsletters & emails, which involved importing text and photos and doing some basic layout work. Need to know basics of Mailchimp and be reasonable editor. 	5-6 emails sent per year
Dropbox & Googledrive back room work	<ul style="list-style-type: none"> • Overseeing shared drives. • Understanding enough about how it works so we are using it intelligently. 	All year round, but doesn't take much if you know what you're doing.