



Paisley and District u3a – EC Role Descriptor

Membership Secretary

Key Role

To support the effective operation of Paisley & District u3a by providing efficient management and maintenance of membership data, in line with current legal regulations and good practice.

Specific elements

- Ensure membership data is securely and accurately stored in the Beacon database
- Provide regular membership/attendance reports to Chair, EC and Trust as required.
- Effectively liaise with Treasurer to ensure accurate financial data.
- Circulate important information to members in accessible formats.
- Lead on GDPR and actively engage in ensuring best practice in data management.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities.

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date	January 2025	