



Group Membership Secretary

1. The role

Purpose of Role	<p>A growing and involved membership is vital for the RA in order to make sure that its charitable work is effective and audible and that all the promoting walking programmes and resources reach an ever widening circle.</p> <p>The main purpose is ensure that new or prospective members are given a warm welcome to the Group and are aware of the opportunities to get involved. They also have a role in encouraging the Group to carry out activities and events that may promote membership. However, actually carrying out promotional activities does not need to be part of the role (although it can be).</p>
Duties	<ul style="list-style-type: none">• Receive the monthly list of new members from the Area Membership Secretary and ensure that they receive an up-to-date welcome letter that explains the activities of the Group and where it fits within the broader Ramblers' Association.• Take an active interest in the membership growth rate for the Group, ensure that membership development features on the agenda for the Group committee at regular intervals (eg, once every 6 months), and that the discussion involves actions that the Group could take to promote membership growth.
Skills & Experience	<ul style="list-style-type: none">• A passion for walking and an affinity with all the charitable aims of the RA.• A desire to play a part in helping the membership of the RA to grow.• Good communication skills that will encourage new members to join and existing members to stay• Computer literate, comfortable with word-processing and email, and also with basic spreadsheets
Support available	<p>Support is often available from fellow volunteers in the Group or from Membership Secretaries in other Groups in the Area. The Area Secretary can put you in touch with these people.</p> <p>The Volunteer Support Team and/or the Membership Team in Central Office can provide some guidance and advice on request.</p>

2. Further information

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