

[www.arlis.net](http://www.arlis.net)

**ARLIS Membership Secretary**

The Role

The Membership Secretary is one of the Society’s Officers, and ex-officio Council member, and therefore shall strive to attend Officers/Council meetings and the Annual General Meeting.

The Membership Secretary shall be available for re-election for no more than 6 consecutive years. On the expiration of such period, one further year must elapse before a former Membership Secretary shall be eligible for re-election.

Ideally officers who can foresee they will be unable to complete their term of office, should give at least 3 months’ notice to allow for a new officer to be appointed and trained.

The Membership Secretary manages the membership services for the Society, including processing membership applications, compiling and maintaining the database of members, invoicing and maintaining subscription records, producing membership literature and organising membership mailing. S/he shall liaise with the ALJ editor for updates regarding the distribution of the ALJ to personal members. An essential part of the role is to insure compliance with [GDPR](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/), General Data protection Regulations.

The Membership Secretary shall contribute membership updates at Officers/Council meetings, and an end of the year membership report for the Dec Officers/Council meeting. The membership report shall also be presented at the Annual General Meeting.

A financial membership report shall be handed in immediately after the December meeting at the latest, to be filed with the Society’s Accountants.

The Membership Secretary might like and is encouraged to liaise with the Professional Development and other Committees to be involved in members’ events and networking.

The Membership Secretary is encouraged to actively look for opportunities to promote the benefits of ARLIS membership and to facilitate recruitment drives wherever possible.

It is highly desirable that the Membership Secretary be able to attend the Annual Conference and actively engage with members.

ARLIS UK & Ireland is a relatively small organisation whose membership runs from 1st Jan to 31st Dec. Reminders shall be sent to members in November and posted on the JISC-list and ARLISMatters, with the bulk of the invoicing work done in December and January.

The Membership Secretary shall file all official correspondence, literature and paperwork related to the Society’s membership to be sent annually to the ARLIS Archives.

The Person

Although previous experience might not be necessary, good ITC skills and netiquette are essential to this role, as is attention to details and the ability to meet deadlines. An interest in networking is at the core of the role.

Employers usually welcome the opportunity offered to their staff to volunteer for professional support organizations with an international profile such as ARLIS, seeing it as not only a valuable CPD activity for their staff, but a valuable asset for their organization, and might allow for some work time to be used on the Society’s business. However, all volunteers understand that some work will need to be done in one’s own personal time, particularly, in the case of the Membership Secretary, the compiling of the annual membership report, the annual membership financial report, and the issuing of invoices and reminders, might need to take up some personal time when there is no sufficient work time to complete.

ARLIS is a Charity registered with the Charity Commission