**ARLIS Membership Secretary**

The Membership Secretary together with the Chair, Hon. Treasurer and Hon. Secretary, is registered with the Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk/) as a trustee of the Society. Together with the Chair, Hon.Treasurer and Hon. Secretary, the Membership Secretary is part of the Society’s Officers.

The Membership Secretary 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 9 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\* through liaison with the Hon. Treasurer, producing membership literature and organising membership mailing. They shall liaise with Cambridge University Press regarding the subsidized subscription to the ALJ, sending membership numbers when required.

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.

The Membership Secretary shall keep a record of payments received in each year relating to memberships, which includes information on whether the member would like to Gift Aid their membership fee or not. In liaison with the Hon. Treasurer the Membership Secretary will submit a Gift Aid claim annually where applicable.

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 the blog with the bulk of the invoicing work done in December and January (should invoicing be required).

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.