

## **THE ROLE OF THE MEMBERSHIP SECRETARY**

**The Membership Secretary's main role is to develop member recruitment and to support the administration of membership.**

**To be effective the Membership Secretary will:**

- Attend Federation board meeting whenever possible
- Be proactive in generating increased membership of the FED both individual and institution.
- Be creative in identifying new membership benefits to suggest to the board.
- Support the Treasurer and Admin post in the administration of the membership eg. Identify and remedy any missing subscriptions.
- Identify areas of the regional museums sector where membership is low and suggesting areas of recruitment targeting to the board.
- Work with the Fed social media sub-group, to ensure the necessary information is being passed from and to the trustee board and communicated to members.
- Produce reports for trustee meetings and AGM.
- Support and promote the work of the Federation