

Membership Secretary – CVSA

Role Description

- The role of the membership secretary is to keep an updated list of the members of CVSA, adding new members and removing those who no longer wish to belong
- As new members join, a membership pack containing leaflets and information is sent out to them, or they are directed to our website cvsa.org.uk
- Letters can be sent to their Consultant or GP where appropriate
- The new member is then sent the biannual newsletter via email or post
- The secretary prints the labels for the sent newsletters and liaises with the newsletter editor re email addresses.
- They are sent an invitation to the annual Family Day
- Membership renewal forms are posted out to the membership once a year and the membership secretary receives the returned forms and remittance. This money is then forwarded to the Treasurer.
- All leaflets and information sheets, letter and template are stored on a USB stick.
- The membership list is stored on a database
- As membership secretary the family day meeting is very important to register new members and to bring all the CVSA leaflets to the day.
- These are stored in several boxes and kept by the secretary.
- As a committee, CVSA “meet” via conference call 3-4 times a year
- The membership secretary plays a vital role in maintaining the database and contact with new members.
- Contribute to the general running and planning of the charity

Secretary – CVSA

Role Description

- Attend telephone conference calls 3-4 times a year and take minutes
- Attend Family Day, collect attendees names, take minutes of the AGM and elections
- Contribute to the general running and planning of the charity

Newsletter Editor – CVSA

- There are two possibilities
 - Perform the layout/production of the newsletter 2 x a year
 - Collect stories. Images and other content throughout the year, maintain lists of international contacts or other changes.
 - The editor could do both if they have the skills, or just the collection of content, and someone else will do the page layout work
- Contribute to the general running and planning of the charity