

MEMBERSHIP SECRETARY

- On receiving current spreadsheet of members from treasurer, maintain an accurate record of all members by using official e-mail account.
- Issue polite reminders for membership renewal to those whose membership appears to be overdue;
- In conjunction with the treasurer, collect subscriptions from post-offices regularly . This will be quite frequent after the issue of the magazine;
- Pass all details of membership payments received to the treasurer;
- Promote HRA membership.