

Are you organised and would like to put your skills to good use to help your local CAMRA branch?

As **Membership Secretary** you'd be responsible for recruiting and welcoming new members, helping to retain them and encouraging them to take part in local CAMRA activities.

The role involves

- Contacting new branch members to welcome them to the branch and providing information about current campaigns, activities and any local membership benefits.
- Encouraging lapsed members to re-join by contacting them with information about the benefits of membership and what's on offer locally.
- Linking the central Membership Services Team with the local branch on membership matters, including helping with any changes to a member's details.
- Helping to recruit members e.g. by ordering membership forms and stands for branch pubs and clubs and running membership stands at local events such as beer or food festivals.
- Helping to welcome new members to meetings and events.
- Monitoring and reporting branch membership numbers at local meetings.

Useful skills and knowledge

- Good interpersonal and communication skills.
- Access to a computer/tablet and the internet.

Time commitment

- Hours are to suit you; depending upon the size of the branch, you could take up to an hour a week.

Information and support

- Support and information is available under [Membership Administration](#) within the Branch Resources section in the Volunteers' Area of the CAMRA website, and from the Membership Services Team: membership@camra.org.uk

For more information on this or any other Branch role please contact [your local Branch](#) or [Regional Director](#).

You can also contact volunteer.services@camra.org.uk

