

SHEET & TILMORE ALLOTMENT ASSOCIATION

Committee: Roles & Responsibilities

Membership Secretary

Role: To ensure the STAA Committee knows who are members of the STAA.

Responsibilities:

- Maintain a database of members giving:
 - Their names.
 - Site they are on.
 - Plot numbers.
 - E-mail or other contact information.
- Work with the Treasurer:
 - In the collection of membership payments at the AGM.
 - Collation of New Member Forms at the AGM.
 - To ensure the members' database is kept up to date as annual membership fees are paid not just at the AGM but through the year.
- When requested by the Committee, communicate with members, preferably by e-mail.
- Ensure that the Trading Secretary has a current list of members so that trading is kept to members only.
- Ensure that Kings Seeds has a current list of members so that only members can take advantage of the 50% discount.