

# Membership Secretary

## Role Description

## Role Purpose

The Membership Secretary ensures that the district maintains accurate, up-to-date membership information and that members are welcomed, engaged, and retained. The role supports the organising and campaigning work of the district by strengthening membership participation and ensuring effective communication between members, workplace reps, and district officers.

## Key Responsibilities

### 1. Membership Records & Data Management

- Maintain accurate membership records for the district using NEU systems and membership reports.
- Monitor joiners, leavers, workplace changes, and membership trends.
- Work with the National/Regional Membership Team to correct data, resolve discrepancies, and support smooth administration.
- Ensure workplace information is accurate so reps can be supported effectively.

### 2. Communication With Members

- Send welcome messages to new members and ensure they receive information about local contacts, reps, and district activities.
- Circulate key updates, meeting notices, ballot information, and newsletters in collaboration with the District Secretary.
- Help ensure communication lists are current and GDPR-compliant.

### 3. Support for Workplace Reps & Organising

- Provide reps with up-to-date membership lists for their workplaces.
- Notify reps of new members and changes in their school/college.
- Work with branch and district officers to identify unrepresented workplaces or gaps in rep coverage.
- Support recruitment activity, including organising events, membership drives, and induction outreach.

### 4. Reporting & Monitoring

- Provide regular membership reports to district meetings, including trends, recruitment patterns, and areas for development.
- Identify workplaces with declining membership or low engagement and work with officers to plan follow-up action.
- Contribute membership data to district planning, campaigns, ballots, and organising strategy.

## **5. Engagement & Retention**

- Help build a sense of welcome and belonging for new members.
- Promote NEU campaigns, local activity, CPD and events to encourage participation.
- Support initiatives designed to retain members, including outreach to leavers and colleagues moving workplaces.

## **6. Collaboration**

- Work closely with the District Secretary, Branch Secretaries, Organising teams, Reps, and the Regional Office.
- Contribute to district-wide events, campaigns, meetings and organising projects.
- Represent membership issues in district discussions, ensuring that data informs decision-making.

## **Skills & Attributes**

- Good organisational and administrative skills.
- Accuracy in handling data and attention to detail.
- Strong communication skills and confidence in communicating with members and reps.
- Ability to use NEU membership systems (training provided).
- Commitment to the union's values of equality, democracy, and collective action.

## **Time Commitment**

- Attendance at district meetings.
- Regular monitoring of membership data throughout the year.
- Participation in recruitment periods, training, and relevant regional briefings.