



## The Role of Membership Secretary

This role holder is a member of the BNA's National Advisory Committee ('the Committee'). The purpose of the BNA Committee is to represent different demographics and interests within the Association's membership, and to use their skills and experience to provide information and advice to the Council.

As with all posts on the BNA's Council and Committee, it is an unremunerated position. The term of office is four years, with the retirement date being that of the next Annual General Meeting to take place following the completion of four years in office. There is the option of standing for a second term. There must then be a break of at least one year before standing for election again, unless the individual is standing for one of the Trustee positions.

For full details of election, period of office, resignation and all aspects of governance applying to this role, see the Articles and Rules of Association.

The Membership Secretary is expected to **take the lead at Committee level** on:

- **representing** the views and needs of the BNA's members
- projects which **increase the BNA's membership in practical ways** e.g.
  - contacting individuals about membership
  - identifying benefits which would attract members
  - taking a lead on recruitment initiatives
- projects which **improve retention** of BNA members, e.g.
  - gathering feedback to understand why people may leave the membership
  - identifying incentives for people to remain members
- Working with the **Groups Co-Ordinator** to engage with Local Group Representatives and increase value of membership in BNA Local Groups
- Being the BNA executive team's **primary contact for enquiries about reduced membership fees**, e.g. for a career break or special circumstances
- being the BNA executive team's **primary contact for enquiries about membership type** i.e. which would be the most appropriate membership type for an individual
- **reporting on membership related issues** at Council and Committee meetings (four per year)
- **reporting on membership related issues to the members** via the Bulletin and other communication outlets

### More information

All BNA Committee members should be familiar with the Association's Articles and Rules. See [bna.org.uk/about/governance/#governing-documents](http://bna.org.uk/about/governance/#governing-documents).