

# **TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES**

## **Role of Membership Secretary**

1. To attend Committee Meetings on designated dates and participate in Committee discussions.
2. Keep an up to date database of membership for all members including non-fishing permits issued.
3. Issue membership cards and I.D. Cards, to new and existing members as req'd.
4. Design or arrange the layout of the membership application forms and Membership cards as necessary to keep up to date with any changes that may become necessary during the forthcoming year.
5. Liaise with the Societies Email/Website Administrator as necessary to keep members informed of any changes regarding membership renewal fees etc.
6. Collect any monies for membership subscription and forward to Treasurer.
7. Maintain a waiting list for future membership.
8. Carry out any other tasks as may be reasonably requested by the Chairman or other Committee members.
9. To keep an accurate record of any out of pocket expenses incurred, i.e. printing, postage, petrol, etc.