

Weston-super-Mare Chamber of Commerce



Membership Secretary

This role supports the President and Vice President with particular reference to expanding and developing the membership list. The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Recruitment of new members by seeking out eligible individuals or organisations, either directly or via other members and contacts, and informing those individuals or organisations about the existence of the Chamber and the benefits of membership
- Directing interested members to the website or sending printed forms to prospective members for completion. Reasonable expenses can be claimed.
- Returning completed membership application forms to the Secretary for uploading of the new members' details onto the website.
- Ensuring that a welcome email or letter is sent to the new members either from the Membership Secretary personally or from the Secretary
- Inviting new or prospective members to the next Chamber meeting, and attending that event to meet and greet the new member or guest, or ensuring that another member or officer is aware that the new member will be attending, to ensure a warm welcome is given