

ROLE AND RESPONSIBILITIES DESCRIPTION

MEMBERSHIP SECRETARY

The Membership Secretary is a member of the Association's Council.

The Membership Secretary holds the Association membership database and is responsible for keeping this up to date, working with our secretariat at Hartley Taylor to continually improve and update the processes required to do this in line with the Association and membership needs.

The Membership Secretary is also responsible for;

- Developing a strategy for encouraging recruitment of new members (supported by the Communications Secretary).
- Leading any proposed changes in terms and conditions of membership of the Association.
- Proactive facilitation of membership feedback through regular surveys to encourage change and improvement to offerings

The Membership Secretary is a key role, as the British Infection Association only exists because of its members, and recruiting and retaining a strong base from across the infection community is essential to the continuing success of the Association.

Applicants need to be well organised and committed, although previous experience is not essential!

The term of office is 3 years and the post is elected from among the general membership of the Association.

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