

Job Description - Subscription Secretary – Jan 2019

In conjunction with the Membership Secretary, maintain record of members and ensure that all subscriptions are fully paid up to date. (This generally means being at a table near the 'signing in' desk)

During the break in rehearsals making sure that members are aware that Subs are due, and if necessary 'naming and shaming'

Pay all monies and cheques into the bank using the relevant paying in book.

Liaising with the Treasurer as some subscriptions are paid by standing order or by internet transfer.

In the past the committee has given the Subscription Secretary some leeway in how subs are paid, eg. Allowing a delay in case of hardship, or someone on a low wage.