

<b>Grange Lane Allotments – Committee Role Description</b>	
<b>Role</b>	Membership Manager
<b>Role Purpose</b>	Responsible the collection of Grange Lane Allotment (GLA) fees and maintenance of member records
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Act as administrator for the LoveAdmin data base, giving access at specific and defined levels to other committee members.</li> <li>• Maintain an accurate record of all plot holders and helpers in line with GDPR requirements.</li> <li>• Liaise with the data base provider as necessary.</li> <li>• Communicate with all plot holders on the collection of fees.</li> <li>• Manage the renewal and payment of plot and annual fees (through LoveAdmin, with some cash/cheque payments).</li> <li>• Monitor in coming payments, send reminders and deal with queries.</li> <li>• Process new members, raising invoices as they move from the waiting list. Collect joining, pro-rata plot fees and key monies.</li> <li>• Maintain the payment systems (Gocardless – Direct Debit and PayPal) and transfer fees into the GL account.</li> <li>• Delete details when plot holders and helpers leave the allotments.</li> <li>• Run membership and financial reports as required (normally treasurer role)</li> <li>• Provide up to date email addresses for communications</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To promote the interests of GLA</li> <li>• To participate in general activities on the site during the year</li> <li>• To be an active member of the committee, including attendance at monthly meetings</li> <li>• To pick up/contribute to ad hoc projects as needed and as agreed</li> </ul>
<b>Skills needed</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good IT skills including ability to manage and run reports</li> <li>• Display persistence and patience in the collection of fees</li> <li>• A logical approach to the organisation and management of data</li> </ul>
<b>Time requirement</b>	At time of renewals (October to December) around 2 hours a week. For the rest of the year, each new letting takes 1.5 hours (maybe 10 per year). Outside of this, adding helpers, etc, on ad hoc basis. Attendance at monthly meetings and annual away-day.