

Role title	Membership Secretary
Principal function	Maintain name and address records for members
Duties	<ul style="list-style-type: none"> • Obtain name and addresses for new members • Maintain an up to date computerised record of name and address records for members
Accountability	To the whole sangha. The person holding this role will be a member of the Caretaking Council. Close liaison will be needed with the Pastoral Care Organiser
Time commitment	Less than an hour a week and one hour a week for Caretaking Council matters.
Personal qualities	<ul style="list-style-type: none"> • Diligence and attention to detail • Basic computer skills
Equipment needed	Computer, word processing or spreadsheet program, email
Mentoring available	Can be arranged if necessary