**ROLE DESCRIPTION  
MEMBERSHIP SECRETARY**

Every local institute must elect a membership secretary at its Annual General Meeting to hold office for the ensuing twelve months.

The membership secretary’s key role is to keep the local institute council fully updated on membership numbers and relevant statistics relating to these membership figures. They are also the individual responsible for keep the CII updated on any changes to member details as they become known.

Remember, the role of the local institute is primarily to adopt the objectives of the CII, as defined in its Charter and Bye-laws, for the benefit of your local members, prospective members, students and the local insurance and financial services community.

Consequently, the membership secretary should develop a close working relationship with the CII at Aldermanbury and also with the Regional Membership Manager for the region.

**Main responsibilities**

The role will involve, but may not be limited to the following:

* To maintain and report on membership statistics for the institute and report on these at all local institute council meetings.
* To develop an annual membership report for the local institute AGM giving an overview of membership numbers, qualification breakdown and geographical spread.
* To manage the data list on Network Know-how and provide the information to any council members that request it.
* To ensure compliance with Data Protection Regulations as regards storage and use of member’s details (outside of Network Know-how).
* To report to the CII any changes in contact details of local institute members as they become known.
* To encourage members to become involved in local institute events and activities.
* To actively promote the benefits of membership to non-members.

**Additional notes**

1. The role of membership secretary will normally be undertaken for a term of one year although the constitution of the local institute allows for a longer period.
2. In some cases this role is often combined with the Secretary’s role, however, this important function is worthy of an independent appointment, particularly given the desire to increase membership and develop the local membership offering.