

Role Description: Membership Secretary

PURPOSE:

Update and maintain the MASCIP membership database so that the MASCIP newsletter and other relevant information can be emailed to the MASCIP membership. To ensure GDPR and governance issues pertaining to MASCIP members information is correctly managed.

KEY RESPONSIBILITIES:

- To safely manage the membership database which includes all the names and emails of the MASCIP membership.
- Contact from new members is made with the Membership Secretary via the MASCIP website
- The Membership Secretary email access is password protected
- The MASCIP membership email may be added to the Membership's Secretary's mobile device e.g. mobile phone
- The Membership Secretary will email each new member and inform them of their membership number
- The database enables the MASCIP conference organisers to check that someone is a member prior to accepting them as a participant at a MASCIP organised event.
- The database will not routinely store/save the database on a mobile device
- The database will always be saved as a password protected document on a MASCIP Membership memory stick
- When the Newsletter is emailed out the Newsletter secretary will create a list of returned emails and forward these to the Membership Secretary as a password protected document. The Membership Secretary will then delete these members from the database
- The Membership Secretary must seek approval from the MASCIP Chair if a different member of the MASCIP committee is to be emailed the database
- If the database is emailed to another MASCIP committee member then it must be emailed as a password protected document. The password will be emailed in a separate email. Once used for this purpose the database will then be deleted
- The MASCIP Membership Secretary will ensure compliance with GDPR regulations by emailing all MASCIP members every 3-4 years asking them to update their details and ask whether they wish to continue being a MASCIP membership
- Attend and be a member of other committees or working groups when appropriate. Nominate and support other Committee members in their roles including the UKSCIRN rep to encourage multicentre research
- Be an active Committee member in general

TIME COMMITMENT:

- Approximately 6 days per year for meetings plus time spent organising and preparing for the meetings/conference
- 4-6 hours per month updating the database and emailing new members their MASCIP membership number
- Normally 3 years tenure

THE PERSON:

- Commitment to MASCIP
- Leadership ability: integrity, diplomacy, strategic vision, sees the bigger picture
- Able to take decisions for the good of the organisation. Good, independent judgement
- Willing and able to devote the necessary time and effort to their role
- Excellent interpersonal skills: tact; willingness to share own views and listen to others
- Team player
- Understanding of the context in which MASCIP and its members work