



**Role description: Membership Trustee**

1. Keep the membership database updated, ensuring that membership applications and renewals are processed promptly.
2. Ensure that new members are welcomed to the organisation.
3. Ensure that members feel valued by the organisation through regular communication, special events, benefits etc.
4. Develop strategies to increase and diversify membership at all levels.
5. Provide regular updates to trustees on membership numbers, new members, lapsed members, membership income etc., and how these compare to previous periods.
6. Investigate off-the-shelf CRM systems that will reduce our dependence on the current Access database, and make recommendations to trustees.

If you are interested in the role and would like further information on how to apply please email [enquiries@holstvictorianhouse.org.uk](mailto:enquiries@holstvictorianhouse.org.uk)