
EFAA Membership Secretary Hand Over Documentation

The Constitution:

Membership Secretary shall:

- (1) Supervise the collection of all membership fees and pass the monies thus collected to the Treasurer.
- (2) Prepare and maintain up-to-date membership lists.
- (3) Issue all membership cards.

Membership List

Membership renewals:

- At the end of the year, Issue New Cards to all Life Members according to the current list. Send out new cards to Members that renew.
- Purchase Postage Stamps for sending out Membership Cards and New Member packs, all stationery involved in this, Printing Ink.
- Banking all cheques that are paid to EFAA for membership.

New Members:

- Advise New Members of how to join and the best way to pay membership fees, cheques, postal orders, direct debit also pay online via the website.

General Business:

- Prepare Field Archer post labels when requested by the Editor, January, April, July, and October post them to the Editor, send out Magazines to New Members.
- To check all entries to all EFAA National shoots, provided online via the website, to make sure all competitors are legitimate members and of good standing.
- Prepare Reports for EFAA Committee meetings and AGM.