SOS Committee Role: **Membership Secretary**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.*

Role Responsibilities

* Answer email queries around membership
* Collate list of members for the SOS year & keep updated
* Liaise with Web Admin if there are any website queries for members
* Liaise with Treasurer/Web Admin on members paying by BACs/Cheque
* Send out any artist opportunities that arise
* Send out deadlines for any forms or directory information (liaising with Web Admin & Directory Co-ordinator)
* Keep the email inbox organised
* Send out member emails

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.