**Nomination form**Membership Secretary of the Fleet House Lights Blues Club - 18/19

**Instructions for the use of this form:**

* All nominees for any committee office must be a member of the Club and in good standing.
* All Proposers and Seconders must be members of the Club and in good standing.
* All questions on this form must be completed even if the answer is, for example, N/A.

**Membership Secretary's Purpose:**

* To assist the committee with all membership issues, helping grow and maintain the clubs membership while being a public point of contact for the members.

**Membership Secretary Key Responsibilities:**

* To report to the committee with any membership issues.
* Help grow and maintain the membership.
* Record membership statistics.
* Welcome new members and organise the sending out of membership packs.
* Provide membership content for ‘The Deacon’ Where possible.
* Create notes at each committee meeting and provide them to the Secretary for circulation.

**Name of Nominee:**

**Name of Proposer:**

**Name of Seconder:**

**Lodge Name / Number:**

**Signed:**