

## **Membership Secretary Report 2017/18**

Since I took over the position of Membership Secretary in 2014/15, the country membership has grown from 95 to 122 paid up members at the end of June 2018.

The previous Membership Secretary left the position in a shamble and the Treasurer and Secretary tried to sort the problem out before I was appointed.

I have managed to compile an Access database with a complete record of members renewals, reception of the SGAS, etc. This database has helped in maintaining reasonably accurate records of the country membership and was used to send annual invoices to the country members. It also helped to compile mailing lists and labels for mailing the SGAS to all paid up members.

I also sent out reminders in October to all members who have not yet paid their renewals and through this means I believe we retained many members who might have fallen off the list due to their non-payment of the subs. It also helped me determine how many labels need to be printed, how many envelopes and stamps were needed.

All applications were responded to as soon as possible by means of a welcoming email which included a reminder of the ASSA communication channels and various services. The further communication to country members was by means of personalized emails.

These records are available to the incoming membership secretary, as an Excel spreadsheet and the master database. A final handover has not yet taken place.

I thank the council for their support during my tenure as Membership Secretary and for the opportunity to serve our country members.

Bosman Olivier

1 August 2018