**BCS IRMA STANDARD OPERATING PROCEDURE**

**MEMBERSHIP SECRETARY PROCEDURES**

**EFFECTIVE DATE: 15th Sep 2022**

# INTRODUCTION

The job of the Membership Secretary is not all that intensive. The role however is best done in a dedicated capacity due to the requirement to reach out and communicate with new and existing members.

1. Tracking IRMA Membership demographics;
2. Welcome new IRMA members;
3. Liaison with the BCS;
4. Document Review;
5. Responsibilities at the AGM.

The time required is minimal, typically an hour per week for emailing new members and two hours every three months to attend committee meetings via teleconference. Additional time is required for document Review which varies depending on the size and complexity of the document.

# TRACKING IRMA DEMOGRAPHICS

Periodic analysis of the IRMA Membership helps to determine the global membership spread and other information for the Committee. The demographics data can be found in [Branch & SG Demographics data](https://app.powerbi.com/view?r=eyJrIjoiOGMxMTgzNTUtZTE3Mi00NTk0LThiN2EtY2MzNmEwY2IxNjVlIiwidCI6IjFjODY4OGY2LTZhNzQtNDllZC05ZTczLTg2MjVkODU1YmQxYyIsImMiOjh9)

# WELCOME NEW IRMA MEMBERS

New members are sent a welcome email which informs them of the benefits of membership. New members’ email addresses can be found in the file newmem.csv file which can be found in the ‘Reports’ section of the secure IRMA Committee web site. It is planned to identify and implement a more efficient way of delivering the information, if possible.

# LIAISON WITH THE BCS

# Periodically, it is necessary to liaise with the BCS for Membership matters and actions arising from the IRMA Committee Meetings. The usual point of contact is:

**Mrs Kerry Wear**  
**Community Coordinator, Community Team**  
Direct Dial: +44 (0) 1793 417 566  
Email: [groups@bcs.uk](mailto:groups@hq.bcs.org.uk) / [kerry.wear@bcs.uk](mailto:kerry.earl@hq.bcs.org.uk)

Communication to the IRMA Committee and members is done by using the mail groups [irmacom@lists.bcs.uk](mailto:irmacom@lists.bcs.uk) and [irmamemsf@lists.bcs.uk](mailto:irmamemsf@lists.bcs.uk) respectively.

# DOCUMENT REVIEW

Occasionally, papers and documents are reviewed on behalf of the BCS and comments provided. This is done on an “ad-hoc” basis.

# RESPONSIBILITIES AT THE AGM

The Membership Secretary’s responsibility at the AGM is to report on membership items and issues.