



# Glamorgan Family History Society

## Cymdeithas Hanes Teuluol Morgannwg

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JOB DESCRIPTION: WEBSITE ADMINISTRATOR - MEMBERSHIP

Responsible to: Website Manager

### DUTIES & RESPONSIBILITIES

#### Membership Administration:

- Update membership subscriptions on receipt of payment information from Data Manager;
- Create new membership accounts on receipt of information from Data Manager;
- Send 'Welcome' email to new members not receiving automatic email;
- Remove lapsed/resigned/deceased members from website.

### RELEVANT SKILLS & EXPERIENCE

Ability to send emails and emails with attachments.

Ability to use a spreadsheet

Ability to use an online database

Ability to create, revise and delete individual membership accounts