

## **The Membership Secretary**

The Membership Secretary of the Honeywell Retiree Social Club of Arizona is responsible for maintaining a database of all HRSC members and distributing it to those that have a need for the information in it. This database includes many fields, such as contact information, year dues paid to, spousal information, Bridge distribution preferences, publication/non-publication of email address preference, etc., etc.

This entails:

- (1) Maintaining the member database, and updating it based on inputs from various reliable sources, such as the treasurer, webmaster and president.
- (2) Sending updates of the full database a few days before Bridge publication, to:
  - a. The treasurer, who runs a tool of his own creation to determine if his database of dues paid and active members is consistent with the membership database.
  - b. The webmaster for use in generation of eBridge emailing lists.
- (3) Sending updates of the paper Bridge mailing list to the Bridge editor a few days before Bridge publication.
- (4) Ensuring that effective backup for the database is in place, including at different physical locations. (This is largely achieved automatically by the process of distributing the database to the treasurer and webmaster.)

In addition to duties directly relating to the database, the Membership Secretary also sends the following information to the Bridge Editor a few days before Bridge publication:

- A validated list of Honeywell retirees who have died since the last Bridge. (This is for the “In Memoriam” section.) Although Honeywell no longer (as of May 2018) provides a list of Honeywell retirees who die while receiving pensions, information is available from other sources. HRSC requires that an obituary has been published to validate the death.
- A list of Honeywell retirees who have joined HRSC since the last Bridge.
- Since Honeywell no longer (as of May 2018) provides a list of new retirees, the Membership Secretary no longer provides this information to the Bridge editor, as there is no other source for it.

Finally, the Membership Secretary is responsible for safe keeping of the club Bylaws, with effective backup, including at least one copy held in a geographically different location.