

## 10. Membership Secretary Resources

**Being the Membership Secretary is an important role within a district. We've created the following resources to support you in your role:**

### **Membership Database**

All District Membership Secretaries have access to the Woodcraft Folk Membership database. This means you can now log on to the website at [www.woodcraft.org.uk](http://www.woodcraft.org.uk), click through to the Woodcraft Folk membership database ('CiviCRM'), and check your District members for their membership expiry dates, what stage their DBS is at, and update their contact details etc.

Guidance on how to use these online Membership database is available in the appendices. We've also a pre-recorded training webinar 'Introduction to the Membership database' available on the website. [www.woodcraft.org.uk/training-webinars](http://www.woodcraft.org.uk/training-webinars)

If you aren't sure of your login details, you can generate a new password by clicking 'request new password' in the dark green box in the top right of the website or contact Folk Office.

### **Membership Secretaries Newsletter**

We endeavor to keep in touch with all Membership Secretaries on a termly basis via an e-newsletter. The newsletter is our way to keep you all up to date with changes to the DBS process, membership and gentle reminders.

Membership Secretaries are encouraged to input to share good practice, tips, feedback etc. If you would like to add an article to the newsletter email [membership@woodcraft.org.uk](mailto:membership@woodcraft.org.uk).

**Website - [www.woodcraft.org.uk/resources](http://www.woodcraft.org.uk/resources), [www.woodcraft.org.uk/online-reference](http://www.woodcraft.org.uk/online-reference)  
[www.woodcraft.org.uk/membership-secretary](http://www.woodcraft.org.uk/membership-secretary) & [www.woodcraft.org.uk/dbs-online](http://www.woodcraft.org.uk/dbs-online)**

The resources section on the website has a wealth of information and forms that can be downloaded. For example membership and renewal forms, guidance on how to complete a DBS, and direct debit mandate forms etc.

We encourage you all to check the website as we're sure it will answer almost all of your queries.

### **Membership & Groups Officer & the Central Staff team**

Folk Office is open Monday – Friday 9am to 5pm.

Telephone lines are available Monday 9am-5pm and Tuesday-Friday 2pm-5pm.

All general enquiries email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk)

To contact the Membership & Groups Officer [membership@woodcraft.org.uk](mailto:membership@woodcraft.org.uk)

All other staff: [www.woodcraft.org.uk/woodcraft-folk-staff](http://www.woodcraft.org.uk/woodcraft-folk-staff)