SOP for new members

* The membership form and the gift aid forms shall be handed over to the Treasurer.
* The Treasurer shall share the details of the new member with the General Secretary (GS) and the Membership Secretary (MS)
* General secretary shall update the email list and the membership secretary shall update the SLMDA database
* MS shall email a standard welcome letter to the new member.
* MS shall report the names of new members to each committee meeting. This shall be a standard agenda item

People joining through the web site

* PayPal alert will be sent to GS
* GS shall contact the applicant to confirm details. He will forward the details to MS