

Membership Portal (MP) Actions and Risks

Membership Portal (MP) Actions and Risks	Assigned to	Date scheduled	Date undetaken	Done
Article in News Edit promoting MP	PD/RM	Dec-23	Dec-23	
Apply for PayPal	TS	Dec-23	Dec-23	
PayPal live	TS	Jan-24		
Article in News Edit promoting MP	PD/ RM			
MP video demo produced	CMD/PV	Jan-24		
MP manual produced	CMD/PV	Jan-24		
Program fit to present to GLs	CMD	Jan-24		
MP presentation to Group Leaders	CMD/PV	Jan-24		
Any issues on payment system resolved	CMD/TS	Feb-24		
Article in News Edit promoting MP	PD/ DW	Feb-24		
Any training issues sorted	PV/MB	Feb-24		
Workshops for GLs	PV/MB	Feb-24		
Any problems or concerns from GLs	CMD/PV/MB	Feb-24		
Email from Chair to all members	PD	Feb-24		
Article in News Edit promoting MP	DW	Mar-24		
Announcement on MP at Monthly Meeting	PD/ RM	Mar-24		
Any concerns from Members	PD/PV/MB	Mar-24		
Training links sent to all members	MB	Mar-24		
Satisfactory feedback from GLs	PV/MB	Mar-24		
Publicity about MP on web/ News Edit/ FB	DW/CMD	Apr-24		
Any problems identified	PV/MB/CMD	Apr-24		
Set up email help desk	PV/MB/CMD/DN	Apr-24		
MP help desk at monthly meeting	MB/PV/ CMD	Apr-24		

Membership Portal (MP) Actions and Risks

Membership Portal (MP) Actions and Risks	Assigned to	Date scheduled	Date undetaken	Done
Publicity about MP on web/ News Edit/ FB	DW	May-24		
Check on numbers enrolled on system >200	CMD/MB	May-24		
Confident no problem of payment system	TS/ CMD	May-24		
Satisfactory feedback from all	PV/MB	Jun-24		
Email help desk	MB/DN/PV	Jun-24		
MP help desk at monthly meeting	MB/PV/DN	Jun-24		
Publicity about renewals on web/ News Edit/	DW	Jun-24		
Check on numbers enrolled on system >400	MB	Jun-24		
Publicity about renewals on web/ News Edit/	DW	Jul-24		
Check on numbers enrolled on system >400	MB	Jul-24		
Training links sent to all members	MB	Jul-24		
MP help desks at AGM	MB/PV/DN/BS	Jul-24		
Check on numbers enrolled on system >600	MB	Jul-24		
Check on numbers enrolled on system >750	MB	Aug-24		
AGM - Chair to advise on state of play on MP	PD	Jul-24		
Email help desk	MB/DN/PV	Jul-24		
Publicity about renewals on web/ News Edit/	DW	Aug-24		
MP help desks at Meet & Greet	MB/PV/DN/BS	Aug-24		
Renewals start - hearts & minds met	MB/DN/PV	Aug-24		
Review of MP renewals end August	MB	Aug-24		
Any corrective action required	CMD/MB/BS	Sep-24		
Review of renewals end September	MB	Sep-24		