

Role Outline: Membership Secretary

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Well organised

MAIN DUTIES

- Build and store a database of members' details, updating as required.
- Inform members of renewal of fees and collect them and any necessary reminders. Inform all members of the A.G.M. details.
- Provide yearly membership cards and plastic wallets and initial information to new members.
- Promote the Club locally and regionally
- Advise and inform the committee on national and regional strategies on membership issues, change of First Claim Status, resignations. Provide paperwork for athletes changing clubs or resigning and issue welcome or thank you letters.
- Provide limited information to other Committee members on contact details always aware of the confidentiality aspect.
- Provide England Athletics with a list of current members and DOB's but not addresses. All contact to be done via the Membership Secretary.
- Update periodically the membership form and provide a copy electronically for the web site and hard copies for Coaches and Clairville Stadium staff.
- Provide annually membership numbers and a break-down of age groups, ethnicity and disabled athletes to Middlesbrough Council.
- Liaison with the Web Master and Team Managers on any competing non-members.
- Liaison with the Treasurer regarding current subscription rates and advising possible changes, banking all subs collected and provide accounts for both the treasurer and the auditor.
- Liaison with the Junior Club Co-ordinator with under-18 forms.
- Attend Committee meetings or provide the Secretary with a monthly report as an alternative.