

**Middlesbrough AC**  
(Mandale)



higher, faster, longer, further, there's a place for everyone

## **ROLE SPECIFICATION**

### **Membership Secretary**

**Responsible to:** Committee

**Skills required:** good management and administrative skills  
well organised  
ability to communicate effectively and with confidence

**Role requirements:** access to a computer / laptop

#### **Responsibilities**

- promote the best interests of the Club both locally and nationally
- build and store a database of members details, updating as required
- inform members of renewal of fees, any necessary reminders and collect fees
- provide yearly membership cards, plastic wallets and initial information to new members
- inform and advise the Committee regarding regional and national strategies regarding membership issues, change of First Claim status and resignations
- provide paperwork for athletes changing clubs or resigning and issue a Welcome Pack or thank-you letter
- provide limited information to Committee members on contact details always aware of Data Protection restrictions
- inform members of the Annual General Meeting details
- provide England Athletics with a list of current members and date of birth but not addresses
- periodically update the membership form and provide an electronic copy for the Club website and hard copies for the coaches and Stadium staff
- provide annually membership numbers and break down of age groups. Ethnicity and disabled athletes to Middlesbrough Council
- liaise with the Website Developer and Team Managers regarding competing non-members
- liaise with the Treasurer regarding current subscription rates, advising possible change, bank the subs collected and provide accounts for the Treasurer and auditor
- liaise with the Junior Co-ordinator regarding Under 17 forms
- maintain a waiting list of all Under 11 names/d.o.b./email contact details and preferred nights. In a limited way maintain a 10-14 waiting list for aforementioned groups
- ensure that all personnel involved in activities with children, young people and vulnerable adults within the Club have the appropriate DBS checks
- notify coaches/team managers of any medical issues relating to their athletes
- notify Website Developer of permission granted to display photographic images of members
- provide a report to the Secretary for the AGM
- attend Committee Meetings or, if unable to do so, provide the Club Secretary with a monthly update