



## **Role Outline**

### **Club Membership Secretary**

#### **Role Overview**

The role of the Membership Secretary is to manage all aspects of membership including administration, liaison with members.

#### **Role Key Elements**

- Collect and acknowledge all membership subscriptions. Issue membership cards
- Prepare and issue club Welcome Pack to new members
- Liaise with Welfare Officer
- Keep records of paid up members.
- Liaise with Treasurer on financial aspects.
- Liaise with coaches and to ensure players/athletes are paid up members. Update club/member registration with UKA (on-line)
- Ensure regular communication with paid up members.
- Help recruit new members and chase up lapsing members.

#### **Personal Attributes**

- Great organisational skills
- Good management skills
- Confident with good leadership skills
- Good listener and effective communicator
- Approachable and friendly. Able to respect confidentiality
- Computer literate
- Ability to manage a membership database
- Be aware of Data Protection Act