



Role Outline: Membership Secretary

ROLE: Membership Secretary

RESPONSIBLE TO: Club Committee

Ideally you'll be:

- Well organised;
- Friendly and approachable
- Have good attention to detail;
- Good with numbers;
- IT literate

Please note that free online training modules are available if required as well as familiarisation with club specific systems

Responsibilities:

- Manage everything to do with memberships, including types, subscriptions, renewals and income;
- Take the lead on promoting new membership;
- Keep the membership database up to date;
- Ensure membership fees are paid and records kept;
- Send information and fees for registered members to England Athletics;
- Provide team managers with information on members in accordance with the club's privacy policy;
- Ensure any disabled members that have provided information through membership forms have the opportunity to discuss additional support and information is passed on to relevant coaches on a need to know basis if appropriate;
- Maintain a rolling record of London Marathon Ballot eligibility;
- Arranging handover or succession planning for the position;
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Undertaking duties in line with Club Policy and procedures

- To be proactive in asking for help in the event of being unable to fulfil the responsibilities of the role