



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 and other members of the committee.

Role Key Elements

- Register members in the English Athletics portal
- Retain, update membership details in line with GDPR
- Collect and acknowledge all membership subscriptions.
- Prepare and issue club Welcome Pack to new members
- Liaise with Treasurer on financial aspects.
- Liaise with coaches and to ensure players/athletes are paid up members.
- Help recruit new members and chase up lapsing members.
- Attend Committee Meetings

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 GDPR