



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Membership Secretary

Purpose

To help the club prosper through sustaining and growing the membership by actively encouraging new members to join and taking responsibility for managing existing club memberships.

Key aspects of the role

1. Support the drive for new membership

Take the lead on ensuring new members sign up as paying members, and make sure the process for sign up is concise and simple.

2. Manage and preserve current membership

Manage everything to do with memberships, including types, subscriptions, renewals and incomes, ensuring that membership fees are paid and relevant records are kept.

3. Take responsibility for record keeping

Keep the membership database and the Game Management System up-to-date and ensure that all relevant financial documentation for membership is stored securely.

Is this role for you?

If you are well organised, IT literate with strong attention to detail and have excellent communication skills with a friendly and approachable manner, you could hold a socially rewarding post that serves to bring the community together, ultimately supporting the sustainability of the club.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP