

Membership Secretary :

Key roles & responsibilities :

- Issue renewal notices to members at year end and chase non-payers
- Process annual membership renewals including member details forms and payment
- Process annual England Athletics member registrations
- Keep an accurate record of club membership, including contact and emergency contact details (in Dropbox)
- Maintain the WhatsApp group lists (joiners & leavers)
- Deal with any membership queries from both internal and external sources
- Bring to the attention of the committee any issues with the membership management process
- Respond to requests for information from potential members (via email and social media)
- Send 'welcome' email to new members
- Update the Committee regularly with membership numbers and members' contact details when/where applicable
- Be an ambassador for the club, promoting inclusion of all members
- Attend committee meetings

Skills and qualities required :

- Be well organised
- Be approachable
- Good written communication skills
- Understand the structure of the club