

Role Outline:	Membership Secretary
Responsible to:	Club Committee

A community club is nothing without its members. That's why this role is so important. You'll not only manage existing memberships but actively encourage new ones and deal first hand with the members themselves.

Ideally, you'll need to be:

- Well organised;
- Friendly and approachable;
- Strong ability to work collaboratively and communicate effectively with others;
- Have good attention to detail;
- Good with numbers;
- IT literate (especially in the use of excel)

What you will do:

- Manage everything to do with memberships, including new subscriptions, renewals and income;
- Liaise with the Chair and Secretary regularly on membership issues and updates;
- Occasional liaison with Membership Officer at Welsh Athletics;
- Attend Committee meetings (during the evening and held every few months) and AGM;
- Take the lead on promoting new membership;
- Keep the membership database up to date;
- Ensure membership fees are paid and records kept;
- Send information on affiliated members to the club treasurer for payment to Welsh Athletics;
- Provide event team managers with information on members;
- Ensure any medical conditions that have been raised through membership forms are passed on to relevant session leaders on a need-to-know basis;
- Prepare annual Membership Report to present at the AGM.

How much time will it take?

This role in most cases takes a maximum of 1 hour per week, mainly evenings - although it may take significant additional time around club membership renewals time (March/April) - possibly as high as 3 to 4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with a passion for Athletics. It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase.