



Role Outline: Membership Secretary

RESPONSIBLE TO: Club Chair

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The primary role of the Membership Secretary is to manage club registrations.

Typical Responsibilities:

- Managing the member registration renewal process
- Progressing registrations for new members
- Maintaining records of all members
 - Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
 - Contacts members in payment arrears to pay club membership dues
 - Reporting to the committee on the progress of memberships (growth/decline) etc.
 - Management of the club online membership system, including setting up and editing of template emails and processes
 - Getting the most out of the club membership system
 - Managing dedicated gmail account
 - Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller
 - Welcoming new members on the Club's Facebook group
 - Arranging handover or succession planning for the position.

Skills and traits

- Good organisational skills
- Good communication skills

Key Relationships

- Chair
- Treasurer
- Members

Time commitment

- Approx 1-2 hours a month, with more time needed in advance of and at the time of club renewals in March/April.