



ROLE DESCRIPTION : MEMBERSHIP SECRETARY

The primary role of the club membership secretary is to administer member registrations. It is essential that regular participants are registered with the club, as well as with England Athletics.

Typical responsibilities:

- Managing the club affiliation renewal
- Progressing athlete registrations for new members
- Managing membership renewals
- Maintaining records of all members.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials.
- Work with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay membership dues.
- Managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members.
- Reporting to the club secretary and committee on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations in line with club's Privacy and Data Protection Policy.
- Arranging handover or succession planning for the position, having given sufficient notice of resigning