



Totley Athletic Club – Committee roles

Membership Secretary

The function of the Membership Secretary is to manage all membership processes and issues.

This involves:

New Members

- Receiving membership applications
- Entering new membership details onto the membership spreadsheet against the next available number.
From the application form this must include:
Surname, First Name, Address, Telephone no., Mobile no., Email address, D.O.B, Date joined, Individual/family membership, 2nd claim club, M/F
- Sending new members the Welcome Pack – consisting of the Totley membership card, Totley Constitution, list of Committee members, club information sheet and club magazine
- Emailing the Secretary, Ladies/Mens captains
- Entering details into notebook as backup (name, membership no. payment value), and to use for committee members report
- Attending committee meetings, every 2nd Monday in the month & reporting on the number of current members, new members & England Athletics (EA) members. Handing over any monies received to Club Treasurer

Existing Members

- January – Creating new spreadsheet and copy over all of the Life members
- Attending AGM and giving membership report, detailing the number of members, new members and EA members. Declaring if you want to stand again for the position
- Getting notification sent via Secretary's email and website that subs are due
- Copying/pasting details from last year's spreadsheet to this year's spreadsheet when member renew their subscription
- March - Entering members details onto EA website for those that pay the additional surcharge
- April - sending notification that if any outstanding subs are not paid, membership will cease to exist. An email is then sent to the Secretary, Ladies/Mens captains, notifying them to remove the name/email address from their respective lists.

General

- Keeping membership list up to date with change of addresses, change of email addresses, change of telephone numbers, etc.
- Buying green card for membership cards, envelopes and stamps for posting club information out to new members.
- Attending the A.G.M. and giving a short annual report to members.

(Updated January 2015)