

Membership Secretary

Responsibilities

- Liaise with the Comms Coordinator to manage the club affiliation renewal process
- Manage the athlete registration renewal process and share England Athletics registration numbers with members
- Maintain records of all members
- Work with the Treasurer to reconcile membership payments
- Contacts members in payment arrears to pay club membership dues
- Responsible for managing athlete transfer requests to other clubs
- Monthly reporting to the club Secretary on the progress of memberships (growth/decline) etc
- Ensures data privacy and meeting of GDPR obligations
- Being the first point of contact for club enquiries
- welcomes new members by email, on receipt of their application, and provide a communication link with Participation Officer
- After the renewals window (1st April to 1st May), liaison with the Comms sub-group to ensure the private Facebook page (and other channels where necessary) are updated so that they remain restricted to the membership.