

# Membership Secretary

**Overview:**

Managing all types of a club's membership (such as renewals/subscriptions) and playing a part in retention and member recruitment.

**Reports to:**

The Management Committee

**Time commitment:**

3 hours per week

**Responsibilities:**

- Register new members.
- Renew current members.
- Maintain membership database.
- Ensure members pay their fees on time.
- Record who has or hasn't paid.
- Liaise with the Treasurer on club finances.
- Pro-active on increasing membership numbers.
- Knowledge of the club and the membership.

**Skills and attributes:**

- IT literate and comfortable using forms and spreadsheets online and offline.
- Good numeracy to track membership-related payments and manage income.
- Honest and trustworthy due to the sensitivity of the data.
- Up-to-date on the rules and requirements of GDPR.