

ROLE: Membership Secretary
RESPONSIBLE TO: Chairman, Committee & Club Members
PURPOSE: To administer club memberships
COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- To maintain the clubs membership system and to process membership requests in a timely manner.
- To send out membership cards to all members.
- To process English Athletics registrations for club members wishing to register to compete for the club.
- To prepare reports for the monthly club meetings and AGM detailing current membership figures.

Skills and Qualities

- Well acquainted with the running of the club
- Well organised
- Methodical and able to follow processes
- Respect of confidentiality.
- Tactful and discrete.

NAME (please print)	Peter Osborne		
SIGNED		DATE	