**MEMBERSHIP SECRETARY**

• Managing the club affiliation renewal

• Managing the athlete registration renewal process

• Progressing athlete registrations for new members

• Maintaining records of all athletes – competitive and social.

• Maintaining records of club members who carry out the role of volunteers, coaches and officials

• Works with the club treasurer to reconcile membership payments, discounts, refunds etc.

• Contacts members in payment arrears to pay club membership dues

• Updates coaches each week on who has paid their membership and is eligible to train and compete.

• Responsible for managing athlete transfer requests to other clubs.

• Sharing National Governing Body (NGB) registration numbers with members

• Reporting to the club secretary on the progress of memberships (growth/decline) etc.

• Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller

• Monitoring and administering the member Facebook page

• Arranging handover or succession planning for the position.