



## Committee Role Description

### **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.