## Membership Secretary Role Description

**Overview of the Role**

The Membership Secretary co-ordinates the membership renewal process and deals with all incoming membership enquiries.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Responding to all enquiries from potential new members in a timely manner
* Collecting renewal membership from existing members
* Issuing welcome packs and/or a welcome e-mail to new members including the parents of junior members
* Maintaining a database of members, including equality monitoring data where possible
* Producing membership status updates/reports for the management committee as required
* Suggesting new membership offers, i.e. for attendees of club open days

**Skills and experiences needed for the role**

* Excellent communication skills – verbal and written
* Good IT skills
* Well organised
* Enthusiastic

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend management committee meetings where possible

**Further Information**

* This role does not require a DBS check