

COLEBRIDGE TABLE TENNIS CLUB

Role description: Membership Secretary

Name of Membership Secretary: Ben Willson

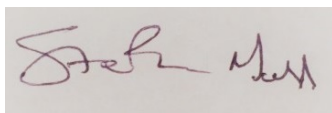
Responsible to: Colebridge Management Committee

Main duties

- Ê Support the efficient running of the club.
- Ê Maintaining up to date records and reference files.
- Ê Produce and update a club membership application form (junior and adults); hard copies, and update / monitor the online application process.
- Ê Deal with all membership correspondence.
- Ê Chase up lapsed memberships and reasons for non-renewal of membership.
- Ê If required, organise a waiting list for membership, as agreed by the committee.
- Ê Ensure junior member's contact details and medical conditions (if relevant) are passed onto the Coaching Officer / Youth Leader.
- Ê Attending committee meetings (including Annual General Meetings).
- Ê Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Ê Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Ê Arranging handover or succession planning for the position.

Membership Secretary - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3rd August 2017