

COLEBRIDGE TABLE TENNIS CLUB

Role description: Membership Secretary


Name of Membership Secretary: Ben Willson

Responsible to: Colebridge Management Committee

Main duties

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

Membership Secretary - Adopted in Club Committee Meeting minutes

Signed:  Club Chairman

Dated: 11th July 2019