

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Membership Secretary**

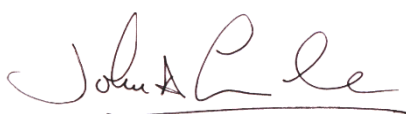
**Name of Membership Secretary:** Ben Willson

**Responsible to:** Colebridge Management Committee

### **Main duties**

- Support the efficient running of the club.
- Maintaining and safe storage of up to date membership records.
- Produce, update and monitor the online application process, providing technical support to members where required. Provide hard copies of application forms where requested.
- Propose amendments to membership subscriptions as appropriate.
- Chase up lapsed memberships and reasons for non-renewal of membership.
- If required, organise a waiting list for membership, as agreed by the committee (monitoring actual membership v limit).
- Ensure junior member's contact details and medical conditions (if relevant) are made available to the Coaching Officer / Youth Leader.
- Support the General Secretary with membership information for the Annual Report.
- Attending committee meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Arranging handover or succession planning for the position.

Membership Secretary - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairperson

Dated: 17<sup>th</sup> August 2020