



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:

A handwritten signature in black ink that reads "John Cole".

Club Chair

Dated: 13th November 2025