

Job Description

Volunteer position: Membership Secretary

Director of the Club on the Board

DUTIES:

- Attend and contribute at regular Board Meetings (approx 6 meetings a year)
- Keep in contact with Club Administrator (Chris Brooks) who does the majority of the administration e.g. database updates, renewal letters, monitoring of number of members and subs
- Make executive decisions on individual members issues e.g. chasing payments, discounts, refunds and refer more complex decisions to Board for discussion
- Lead the annual Board discussion on subscription increases, inform Administrator of decision on subs and update the Club application form and pack
- Process the club's Direct Debits to the Co-op Bank (requires a few hours a month)
- Present membership information to the Board at meetings - including current numbers of members, details of new and leaving members (collect info from the Administrator and collate into a 1 page report)
- Keep templates of letterhead, club application pack and update when required
- Liaise with printers to ensure club packs in the foyer are replenished
- Marketing to members:

Internal club communication

Clubtalk

Request the issue of Club Talk from the Editor (Gillian Bartlett), establish the timescale for release, check the copy before it is sent to the designer (Scott Harvey) and the printer.

Note: Club Talk is issued approx 3 times a year.

Website

Liaise with Webmaster regarding updates to the website e.g.

- Club pack amendments
- Events dates
- Coaching camps

Emails

Compose emails to be issued e.g. regarding Club events or info regarding teams/tournaments etc which are sent via the branded web based system – by the Webmaster (Dan Stevens).

- Provide the copy, inform of timescale and check the copy before it is sent.

Events

Work with the Events Director to ensure Posters for events are designed and in place at least four weeks before any event

- Liaise with Event organiser e.g. Quizmaster (Jeff Richards) or the Chair of Tennis for Finals Day. Commission posters from the Designer (Scott Harvey) or the Quizmaster and order printed copies from the printer and place copies around the club.

May 2015 updated