

Basingstoke and Mid-Hants Athletic Club
Committee Posts
Role Profile

Committee role – Membership Secretary

Purpose of role:

To manage the club membership database, overseeing the membership renewal process and ensuring our members are fully paid up and registered with England Athletics.

Key Tasks and responsibilities:

- Prepare and distribute annual Membership renewals via online system or postal for those not online
- Process new Membership applications.
- Liaise with Club Treasurer for banking of Membership income.
- Maintain the Membership Database.
- Registrations with and payments to England Athletics. This involves direct access to the England Athletics database.
- Maintain PayPal account and transfer monthly
- Liaise with coaches and team managers regarding current payment status of members.
- Attend AGM and provide membership report at monthly committee meetings and annual budget meeting.
- Ensure that the Membership form and related membership updates are sent to the club website, and that stock of forms is available in club hut.
- Respond to enquiries received in the membership secretary email account.

Estimated commitment:

10 hours a month (2 hours at Committee meeting, 8 hours a month maintaining membership database, managing on-line payment system and registration of athletes with England Athletics and general committee business).

Additional hours may be required for annual membership renewal (March/April)

Nov 2016