

Membership

Overview of the Role

The Membership committee member co-ordinates the membership renewal process and deals with all incoming membership enquiries.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Responding to all enquiries from potential new members in a timely manner
- Collecting renewal membership from existing members via Clubspark or arranging Bank Transfers
- Issuing welcome packs and/or a welcome e-mail to new members including the parents of junior members
- Maintaining a database of members, including equality monitoring data where possible
- Producing membership status updates/reports for the management committee as required
- Suggesting new membership offers, i.e. for attendees of club open days

Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Excellent communication skills – verbal and written
- Good IT skills
- Well organised
- Enthusiastic

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week and potentially more at the start of a new membership year
- Attend committee meetings where possible