



Membership Secretary - Role Description

Overview of the Role

The Membership Secretary is vital to the running of the venue, supporting the club's chairperson by co-ordinating the membership renewal process and all incoming membership enquiries in co-operation with the Treasurer and Secretary.

What you will be doing

- Monitoring the collection of renewal membership fees from existing members in cooperation with the Treasurer
- Issuing welcome messages/e-mails to new members including the parents of junior members
- Adding new members to the clubs WhatsApp group in cooperation with the Chairperson
- Maintaining the database of members
- Producing membership status updates/reports for the management committee as required
- Suggesting new membership offers, e.g. for attendees of club open days/short term members etc

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills
- Enthusiastic

Training and support available

Before starting in this role, you will should ideally receive orientation help from your predecessor and possible training from the CLTA or similar provider. You will receive ongoing support from the Chairperson and fellow committee members.

Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week, with significantly more during the first two months of the season (April-May).

Further Information

- This role does not require a DBS check