



Membership Secretary

Job Description

Role:	Membership Secretary
Responsible to:	Club Committee
Role purpose:	To welcome new members and provide information to prospective members
Commitment:	To control and update the membership database. Keep committee informed

Main tasks

To receive enquiries from new and prospective members

Administer membership applications and send new members the events list, paddling guidelines, the member's password for the website and pass requests for training to the waiting list coordinator.

Maintain the club database of members comprising addresses, date of birth, medical conditions, personal and coaching qualifications and paddlesport interests.

Issue annual renewal letters and collect subscriptions.

Administer the club email database adding and removing members as necessary.

Liaise with the club webmaster and magazine editor. Ensure that all information concerning the club is circulated to the club membership as efficiently as possible.

Skills required

Organised and able to liaise with others

Able to do basic administration, namely spreadsheets

Good communication to keep members and committee informed