

BEDFORD AND COUNTY ATHLETICS CLUB

Role Description: Membership Secretary

The primary role of the club membership secretary is athlete registrations. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as England Athletics. The Club membership secretary is responsible for making sure that our athletes are registered with England Athletics.

Responsibilities:

- Manages the club affiliation renewal.
- Manages the athlete registration renewal process.
- Progresses athlete registrations for new members.
- Maintains records of all athletes – competitive and social.
- Maintains records of club members who carry out the role of volunteers, coaches and officials.
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues.
- Updates coaches regularly on who has paid their membership and is eligible to train and compete.
- Manages athlete transfer requests to other clubs.
- Shares National Governing Body (NGB) registration numbers with members.
- Reports to the club secretary on the progress of memberships (growth/decline) etc.
- Ensures data privacy and meets GDPR obligations as an officer of the club who is a data controller.
- Manages records of medical conditions to fulfil our duty of care.
- Arranges handover or succession planning for the position.

Person specification

- It is desirable for the club membership secretary to be a well organised, friendly, approachable person, who is literate and good with numbers.
- The club membership secretary will maintain a working relationship with club coaches and other club officers, so, therefore, needs to be available regularly.

JANUARY 2023



- The role requires very good organisational skills, computer literacy and good written communication skills to ensure that memberships are processed in a timely and secure manner.