



# JOB DESCRIPTION – Membership Secretary

N.B. It is important that the person in this role works closely with the Officers of the Club.

## Roles and Responsibilities

- To be the first point of contact and welcome new members
- To process new application forms and follow up accordingly
- Maintain Google Groups
- To access Go Cardless and update as required by the Treasurer
- Support the Treasurer, Captain and Secretary as requested

## Key Activities

- Hold and process all new application forms; dispose of materials in line with GDPR
- Notify the Treasurer and Captain of new admissions or amendments to membership
- Maintain a database of membership to include email, address, swimming competency, coaches etc. to be made accessible to the Captain, Treasurer, Safety Adviser and Secretary in line with GDPR
- Ensure contact and emergency contact details are updated on an ongoing basis
- Ensure all members return their acknowledgement of swimming competency and inform the Safety Adviser if appropriate
- Ensure new members medical issues are shared accordingly
- Liaise with the Captain to arrange induction
- Organise applications for new and replacement fobs
- Add and delete members to Google Groups. Set up sub-groups as required
- Set up and amend Go Cardless payments as required; and inform the Treasurer of changes made and identified on a timely basis
- Canvas members' opinion and forward these to the committee where appropriate
- Ensure any safety concerns are reported to the Safety Adviser
- Ensure any accidents witnessed or heard about are correctly reported
- Ensure the club rules and bye-laws are abided by

## Experience Required

- Ideally has worked on the Tees Rowing Club committee, or that of another club, and thus has experience of the issues facing the Membership Secretary
- Can communicate effectively with Club members
- Is familiar with how a committee should work together
- Is numerate and has access to a computer
- Is considered to be trustworthy and has an understanding of GDPR

## Time Required

- 2 hours per month to attend the monthly committee meetings
- 4 hours per month to spend on other Membership roles and responsibilities

## Training

- None stipulated