

Tri-Anglia Role Description



Role: **Membership Secretary**

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Responsible to:

- Trustees
- Fellow committee officers
- Club members

Purpose:

- Implementation of membership signup and renewal process.

Commitment:

- Attend 90% of committee meetings during a club year.
- Implementation of membership signup and renewal process.

Role Responsibilities

- Attends committee meetings, contributing to committee discussions and decisions.
- Manages applications for Club membership
- Produces Club membership cards
- Maintains database of Club members
- Responding to membership queries to the Club inbox
- Prepares membership product and communications ahead of the opening of each year's new membership.
- Prepares communications to members about renewals.
- Produces and maintains reports and records on club membership to inform committee, trustees and members at AGM and at points during the year.
- Contributes relevant appropriate content to club website and club newsletter.
- Makes available data on request to other club officers e.g. EA liaison; event directors.

Skills and Qualities

- Sound knowledge of membership offerings and of membership base.
- Sound knowledge of the operation of the clubs membership systems.
- Methodical and analytical
- Approachable and a good listener.
- Encourage and reassure applicants new to triathlon.
- Respect confidentiality.
- Tactful and discrete.
- Is a member of Tri-Anglia and complies with the club's Code of Conduct
- Is ideally a Triathlon England member.

Recognition

- Following years club membership.

Role Appointment Acceptance – Membership Secretary

Appointed Membership Secretary

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____