

Radley AC

Job Description Membership Secretary

New members/renewals

1. At the beginning of December each year, send out (by hand/post) membership forms to all current members for renewal.
2. Receive membership forms with subscription fees throughout the year.
3. On receipt of a membership form check:
 - ◆ It has been fully completed with all required details
 - ◆ The correct fee has been paid for the age group of the athlete
 - ◆ That a first claim form is attached if required
 - ◆ That an inhaler form is sent/given to the athlete if applicable
 - ◆ That a "Welcome booklet" is sent/given to all new members.
4. Log details of all paid up members, onto database/spreadsheet, including:
 - ◆ Gender
 - ◆ Age group
 - ◆ Contact details
 - ◆ Medical conditions
 - ◆ Fees paid.
5. Ensure all membership records are maintained securely in line with the Data Protection Act.
6. Pass lists to Team Managers and coaches on a need to know basis (e.g. only those athletes they coach/manage) on a regular basis (at least monthly). Information will not be disclosed to persons not requiring the information.
7. Total all monies received and bank.
8. Pass bank receipts, together with a list of members (as in 4 above) to Treasurer.
9. Inform Committee of current membership numbers, by age group, at each committee meeting.

Resignations

10. On receipt of a resignation letter, raise at next Committee meeting.
11. Action as suggested by Committee - usually by formally accepting resignation in writing.
12. Sign any 1st claims forms and return with acceptance.
13. Maintain a list of resignations, and the reasons given, for review at the end of each year.

Special Circumstances

14. Cases of individual hardship should normally be made in writing to either the Committee or the Membership Secretary.
15. Each case will be discussed by the Committee and dealt with on a case by case basis.
16. Decision are to be relayed to the individual(s) in writing.
17. The Membership Secretary may be asked to advise the Committee of any previous cases to which it can refer, or recommend decisions based on circumstances etc. where applicable.