



TCA Committee Job Description

Role Title: Membership Secretary

Role Description: Usually first contact for new and existing members, this role calls for a highly organised individual who can gather and maintain a record of all members in compliance with the Data Protection Act. This role also entails collection of monies for membership, tracking payments and following up late payments in a timely manner. The postholder needs to be well informed about club activities and is a key person in assisting with club promotion and answering queries from existing and potential members.

Responsible to:

Chair and committee

Key Tasks:

- Processing membership applications
- Issuing membership cards to paid up members
- Ensuring all members are paid up – essential for insurance purposes
- Advising coaches of any member with a declared special consideration/health issue.
- Maintaining the security and confidentiality of members personal data
- Keeping an up to date register on clubnight
- Act as a communication channel for disseminating information to members on the membership register via appropriate methods
- Pay membership monies to treasurer as necessary
- Attend committee meetings, produce report on trends in membership and alert committee to any areas of concern

Liaison:

Treasurer, general public, club and committee members

Time Commitment:

Up to 2 hours per week in the season, 2 hours per month in the winter

Allowable Expenses:

Stationery, printing costs, postage, telephone. These must be supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM