

## Role Description – Membership Secretary



**fife athletic club**

[www.fifeac.org](http://www.fifeac.org)



### Membership Secretary

The Membership Secretary is responsible for the membership records for the club. This entails liaising with current, past and new members and national governing bodies on membership issues.

#### Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well organised and conscientious
- IT-literate (especially the use of Word and Excel)

#### What you will do:

- Act as the main communication link between the committee, sub-committees, club members, networks, other clubs and leagues on membership issues
- Manage and record all membership issues, making sure the necessary actions are followed up
- Provide to the Secretary, the necessary details to **scottishathletics** regarding affiliation
- Communicate any important membership matters from **scottishathletics**, UK Athletics, leagues and other partner organisations

#### How much time will it take?

This role in most cases will take about 1 to 2 hours per week, mainly evenings—although may take up additional time around club membership renewals.

#### What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of athletes and coaches.

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**JOB TITLE:** Membership Secretary  
**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- enthusiastic
- well organised
- prepared to make a regular time commitment
- prepared to assist with decisions when necessary

### MAIN DUTIES:

- 1) Maintain membership database/records
- 2) Link to Secretary and Treasurer with regards to membership fees accuracy
- 3) Be familiar with the constitution, club rules, the National Governing Body rules and regulations on membership
- 4) Help to prepare and submit any statutory membership documents that are required
- 5) Present the committee of management with new member applications
- 6) Maintain a membership database
- 7) Contact with club members

### SIGNATURES:

**Membership Secretary:**

Signed .....Date .....

**President:**

Signed .....Date .....