



Trentham Canoe Club (TCC)

Membership Secretary

Role Description

Responsible to: Management committee through the chairperson

Role purpose: To deal with the day to day registration of the club members

Commitment: 2- 4 hours per week plus committee meetings

Main Tasks

- Have a good knowledge of all club members - paddlers, coaches, volunteers, committee members and parents
- Act as a main point of contact at the club for all things relating to registrations
- Ensure that annual membership renewals are completed on time at the beginning of each year - renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category
- Updating the membership register throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant forms are sent along with any relevant payment via the club Treasurer

Skills required

- Enthusiastic with a good knowledge of the club and its members
- An excellent communicator, with good verbal and written skills
- Administration skills, including word processing and confidence using online data entry systems
- Sound organisational skills
- Ability to maintain confidentiality
- Ability to build relationships with others, both inside and outside of the club

Review History

Date	Version	Activity	Lead
March 2018	V1		Lynda Whiston