



Membership Secretary

The Membership Secretary is responsible for making sure that athletes are registered with England Athletics, and ensuring membership data is appropriately maintained via the club management area of the myAthletics portal. The role may be undertaken by the Club Secretary.

Ideally, you'll need to be:

- Be well organised.
- Be friendly and approachable.
- Have good attention to detail.
- Be good with numbers.
- Be IT literate (especially in the use of Excel and/or similar software).

What you will do:

- Progress athlete registrations for new members.
- Send welcome emails to new members and introduce them via appropriate channels (Facebook, website, newsletter).
- Maintain records of all athletes – competitive and social.
- Work with the club treasurer to reconcile membership payments, refunds etc.
- Contact members in payment arrears to request payment of club membership dues.
- Manage athlete transfer requests to other clubs.
- Manage the athlete registration renewal process.
- Resign members who have decided not to renew their membership.
- Update membership fees for the various membership categories (1st claim, 2nd claim etc) on a monthly basis.
- Support designated members with any membership data requirements needed to calculate competition/WAVA scores etc.
- Update the Committee on a regular basis on the status of membership numbers.
- Maintain and keep up to date relevant membership information on website, including the New Member Welcome Pack
- Ensure data privacy and meet GDPR obligations as an officer of the club who are a data controller.

How much time will it take?

This role in most cases takes around 1-2 hours per week - although may take significantly more time (possibly as high as 3 to 4 hours a week) when club membership renewals are due.