



JOB TITLE: Membership Secretary

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Have tact and discretion
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES:

- 1) To be the 'principal administrator' for club membership applications and distributing to relevant officers for response where required.
- 2) Maintain a detailed register of members including contact and emergency contact details a copy of which must be held at the rink for speedy reference if required.
- 3) Advise with registering skaters with the national governing body.
- 4) Maintain up to date registers for club sessions.
- 5) Be the main point of contact when new potential members come for their four initial trial dates, if not available delegate to the committee member on rota duty.
- 6) Present monthly up-date on current membership at committee meetings.
- 7) Maintain 50% balance of Stirling post code members.

SIGNATURES:

Membership Secretary

Date

Chair Person

Date