Rochdale Harriers & A.C.ub

Role Description: Membership Secretary

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

Responsbilities of the Membership Secretary:

- Managing renewal of the Club's affiliation to England Athletics ("EA").
- Managing the athlete registration renewal process with EA.
- Progressing athlete registrations with EA for new Members.
- Maintaining a record of all Members, including junior members and senior members, whether competitive or social. Inform the committee where any essential information is missing e.g. emergency contact details.
- Works with the Club Treasurer to reconcile membership payments, discounts, refunds etc..
- Enter the Club teams into cross country leagues and championships.
- Notify the Committee of Members who are in payment arrears so that they can be reminded to pay the Club membership fees.
- Notify the Committee of anyone whose membership has been terminated under Rule 11 of the Club's constitution, including termination due to membership fees being three months overdue due to death, criminal conviction, resignation, membership fees being 3 or more months overdue or otherwise.
- Collect cash payments at training on Tuesdays.
- Manage athlete transfer requests from/to other athletics clubs.
- Sharing National Governing Body (NGB) registration numbers with members.
- Reporting to the Committee each month on the progress of memberships (growth/decline) etc..
- Arranging handover or succession planning for the position of Membership Secretary.

This role description was approved by the Committee on 12th February 2024.

Signature of the Club Chair ……

Mr Nick Barton