



Survive and Save Club

Job Description

Membership Secretary

Role

To manage the administration relating to current, prospective and lapsed members of the club

Skills

- Good administrative skills
- Be an excellent communicator with good verbal and written skills
- Enthusiastic with a good knowledge the club
- Well organised and efficient
- Able to maintain confidentiality
- Able to work in partnership with other club officials and volunteers as required
- Sound IT skills with a good knowledge of MS word, excel and database management

Main Duties

- Manage and accurately maintain the club membership database and records
- Initial club contact for current and prospective club members
- Produce reports and documentation required for the administration and management of club sessions
- Communicate with members regarding collection of fees and classes in conjunction with the treasurer and head teacher and withdrawal of membership.
- Maintain details for prospective new members
- Liaise with Head Teacher regarding trials for prospective members
- Collate and issue welcome packs for new members
- Ensure all ASA returns and documentation is completed as required

Time Commitment

3-4 hours per week

Committee Meetings

Other meetings as required