



Role Description: Membership Secretary

Responsibilities:

- Managing the club affiliation renewal.
- Providing appropriate information to prospective new members to help them decide if LRC is a good fit for their physical and mental health requirements.
- Managing the athlete registration renewal process.
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials.
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues.
- Updates chair, coaches and secretary, on an agreed time interval, on latest membership list and which members have paid the EA affiliation fee.
- Responsible for managing athlete transfer requests to other clubs.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller.
- Arranging handover or succession planning for the position.