

## CLUB TEMPLATE

# Role Description: Membership Secretary

The primary role of the club membership secretary athlete registrations. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as England Athletics. Club membership secretaries are responsible for making sure that their athletes are registered with England Athletics. This can be done through the club management area of myAthletics portal (which club membership secretaries have access to).

**Typical responsibilities:**

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- 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 coaches each week on who has paid their membership and is eligible to train and compete.
- Responsible for managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the club secretary on the progress of memberships (growth/decline) etc.
- 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

*This is an example template – please adapt this template to suit your club's needs.*