



Position Membership Secretary

Review Date: 19th October 2016

Roles and Responsibilities Summary

The Membership Secretary is responsible for the upkeep of the club members' database containing contact details of all members.

He/she will register new Type A members with England Athletics and keep the EA's database up to date.

A summary detailing membership numbers will be presented to the members at the AGM.

Key Requirements

Keeping members list up to date

Renewing and Registering Type A members with England Athletics

Maintenance of Club Mailchimp contacts list

Managing membership of the club's members' only Facebook group.