

# Membership Secretary

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## **Who will I be responsible to?**

The Club Committee

## **Who will I be responsible for?**

New Members and targeted recruitment activities.

## **What is my role?**

1. To manage the club registration process for new and existing members of all ages.
2. To assist the treasurer in the collection and banking of subscription payments
3. To identify late payers so that the Club Committee can chase payment etc
4. To manage the Membership Database to provide quick response to queries from other club officials
5. To analyse and sort membership information to respond to queries from England Hockey on Club Demographics
6. Initial point of contact for all new membership enquires
7. Prime responsibility for compliance with GDPR Regulations and personal data retention

## **What else can you tell me about the role?**

1. Well-organised and resourceful
2. Some knowledge of database query language (eg SQL) desirable
3. Approachable and good with people
4. Occasional attendance at Management Committee meetings

## **Anything else needed?**

DBS Verification, as the potholder is managing information of u18 members.

## **How much time will I need to give to the role?**

Approximately 6 hours each week within season. 2 hours per month outside that period.

## **What Tasks are involved?**

1. Establish the Annual Membership database & invite registrations from 15th August
2. To provide membership information in a format that can be submitted to the leagues by the relevant Club Captain
3. Meet new members at training and matches, to ensure they have enough information about the club to join.
4. Manage personal contact information and share to those that need it, segregated by gender