

# **BRAMSHAW CRICKET CLUB**

## **MEMBERSHIP SECRETARY – ROLE DESCRIPTION**

**ROLE TITLE:** Membership Secretary

**RESPONSIBLE TO:** The Club Committee

### **SKILLS REQUIRED:**

Excellent organisational skills  
Good Management skills  
Confident with good leadership skills  
Good listener and effective communicator  
Approachable and Friendly  
Ability to manage a membership database

### **ROLE PURPOSE:**

- 1) The role of the Membership Secretary is to manage all aspects of membership including administration and liaison with members.

### **MAIN DUTIES:**

- 1) To collect and acknowledge all membership subscriptions.
- 2) To keep records of paid up members.
- 3) To liaise with the Treasurer on financial aspects.
- 4) To liaise with club captains and coaches to ensure players are paid up members.
- 5) To liaise with the Chairman and Secretary so that they can maintain e-mail distribution lists.
- 6) To ensure regular communication with paid up members.
- 7) To help to recruit new members and chase up lapsing members.
- 8) To keep the committee informed of current membership number.
- 9) To advise the committee of those members who have not renewed their membership.