

ROLE: Membership Officer

RESPONSIBLE TO: Chairman

PURPOSE: Manage the club membership database, liaise with and encourage people who are interested in joining the Club.

COMMITMENT: 4+ meetings a year plus regular admin tasks.

Roles and Responsibilities

- Respond to new member enquiries where appropriate, via multiple channels.
- To collect and acknowledge receipt of all membership subscriptions and provide a 'Welcome Email' for new members and those who renew.
- To maintain a database (in ClubSpark) for all members, committee members and other key club personnel, and to delete details of past members in line with GDPR requirements.
- To monitor access to and maintain the club's Facebook private group with admin rights.
- To provide a report for each committee meeting regarding any changes to membership of the Club.
- Prepare an end of year report for consideration at the club AGM.

Skills and Qualities

- Organised
- Methodical
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete

NAME (please print)			
SIGNED		DATE	