



Membership secretary HHRC June 2018

Membership Secretary

NAME OF CLUB:	Hungerford Hares
ROLE:	Membership Secretary
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Andy Davey
START DATE: June 2018	END DATE: Oct 2018

Typical Responsibilities:

- Being the first point of contact for club membership enquiries
- Sending out emails with regards to membership renewal
- Keeping the database on England Athletics for HHRC members up to date
- Attending key meetings (including Annual General Meetings)
- Updating committee members on membership of the club
- Dealing with all correspondence with England Athletics with regards to membership/affiliation
- Attending to affiliations
- Maintaining up to date records and reference files (and ensuring obsolete membership forms are shredded)
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Managing the London Marathon club place