



Volunteer Role Description

Membership Secretary

Name of Volunteer:	
Responsible to:	Club Committee
Start Date:	
End Date:	

The Club Membership Secretary will lead on the administration and management of Club membership in a timely and efficient manner.

Main Duties:

- Lead on the Club Annual Membership Registration process.
- Maintain the Club Membership database and ensure it is kept up to date at all times.
- Act as a conduit for members, relaying relevant information in respect to their membership.
- Respond to new player membership queries, liaising with the relevant coaching teams as required.
- Ensure members are appropriately affiliated with England Netball.
- Provide a monthly membership update to the Club Treasurer to ensure subscription payment reconciliation.
- Encourage Players, their families and Club Volunteers to conduct themselves in a professional manner and always represent the Club values.
- Ensure Players, their families and Club Volunteers do not bring the sport or the Club into disrepute.