**THE CLUB MEMBERSHIP SECRETARY: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

**Typical Responsibilities:**

* Managing the Club’s English Athletics (EA) affiliation renewal
* Managing the athlete registration renewal process (TRAC membership and EA)
* Progressing athlete registrations for new members
* Maintaining records of all athletes – competitive and social.
* Maintaining records of Club members who carry out the role of volunteers, coaches and officials
* Works with the Club treasurer to reconcile membership payments, discounts, refunds etc.
* Contacts members in payment arrears to pay Club membership dues.
* Updates coaches regularly on who has paid their membership and is eligible to train and compete.
* Responsible for managing athlete transfer requests to other clubs.
* Sharing National Governing Body (NGB) registration numbers with members
* Reporting to the Club Secretary on the progress of memberships (growth/decline) etc.
* Ensuring data privacy and meeting GDPR obligations.
* Arranging handover or succession planning for the position

**Average Commitment: 3 hrs per month**