

M&M MEDWAY & MAIDSTONE A.C. M&M

ROLE DESCRIPTION FOR MEMBERSHIP SECRETARY

The role of the Membership Secretary within the Club is to:-

- Keep Club membership database up to date, including list of contact names, addresses and phone numbers of current members.

The Membership Secretary is expected to:-

- Deal with new/current membership queries.
- Submit membership applications to the Management Committee for election.
- Forward registrations to appropriate county/territorial/national bodies.
- Bring to the attention of team managers those members from whom monies are outstanding.
- Forward received membership subscription monies to the Treasurer.
- Prepare for and attend Management Committee meetings

The Membership Secretary is expected to take responsibility for:-

- Recording new/renewing members' details and keeping them secure.

