



Role Description: Membership & Registration Secretary

The role of the Membership Secretary is to manage all aspects of membership including administration, liaison with members, and liaison/negotiation with insurance company as well as dealing with any insurance claims and to deal with all aspects of registering teams and players for competitions, including their eligibility to play and any transfer requests.

Responsible to:	<ul style="list-style-type: none"> • Secretary • Training & Development Officer • Treasurer 	Responsible for:	
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Collect and acknowledge all membership subscriptions. • Keep records of paid up members. • Liaise with Treasurer on financial aspects. • Liaise with coaches and registration secretary to ensure players are paid up members. • Negotiate / deliver cost effective benefits package. • Ensure regular communication with paid up members. • Help recruit new members and chase up lapsing members. • Deal with insurance matters including any claims. • Ensure all teams and players are eligible to compete. • Process transfer requests. • Follow up queries on registration and carry out appropriate action. • Liaise with Training & Development Officer on membership and registration issues. 		<ul style="list-style-type: none"> • Great organisational skills • Good Management skills • Confident with good leadership skills • Good listener and effective communicator • Approachable and Friendly • Ability to manage a membership database • Knowledge of the eligibility rules of Football 	

The Commitment we are looking for

To be available to fulfil the main duties as above, particularly during the League registration window.

The 'term of office' is indefinite. Commencing on appointment in accordance with The Club Recruitment Policy.

Our Commitment to you

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.



We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		