



Role Description: Membership Secretary

The primary role of the Club Membership Secretary is athlete registrations. Club Membership Secretaries are responsible for making sure that their athletes are registered with England Athletics.

Typical responsibilities:

- Managing the Club England Athletics affiliation renewal.
- Managing the athlete registration renewal process.
- 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 fees.
- 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 as an officer of the Club who is a data controller.
- Arranging handover or succession planning for the position.