



Membership Secretary

NAME OF CLUB: Hungerford Hares

ROLE: Membership Secretary

RESPONSIBLE TO: Club Committee

Typical Responsibilities:

- Being the first point of contact for club membership enquiries
- Sending out emails with regards to membership renewal
- Keeping the database on England Athletics for HHRC members up to date
- Attending key meetings (including Annual General Meetings)
- Updating committee members on membership of the club
- Dealing with all correspondence with England Athletics with regards to membership/affiliation
- Attending to affiliations
- Maintaining up to date records and reference files (and ensuring obsolete membership forms are shredded)
- Managing the London Marathon club place
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position