



STOCKPORT
HARRIERS

VACANCY

Membership Secretary (Voluntary)

Starting November 2017

A community club is nothing without its members. That's why this role is so important and particularly important to Stockport Harriers with a large, growing number of members. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

Ideally, you'll need to be:

- ✓ Well organised;
- ✓ Friendly and approachable;
- ✓ Have good attention to detail;
- ✓ Good with numbers;
- ✓ IT literate (especially in the use of Excel and/or similar software).

What you will do:

- ✓ Manage everything to do with memberships, including types, subscriptions, renewals and income;
- ✓ Take the lead on promoting new membership;
- ✓ Keep the membership database up to date;
- ✓ Ensure membership fees are paid and records kept;
- ✓ Send information and fees for registered members to England Athletics;
- ✓ Provide team managers with information on members;
- ✓ Provide other club officials with appropriate information on members.
- ✓ Work with the club Kit Manager to ensure the members have access to the appropriate kit for training and competition and grow the Stockport Harriers Brand in the clothing our members wear during their time in the club at training and competition.
- ✓ Ensure any medical conditions that have been raised through membership forms as passed on relevant coaches on a need to know basis (as per club medical policy).
- ✓ Ensure any disabled members that have provided information through membership forms have the opportunity to discuss additional support and information is passed on to relevant coaches on a need to know basis if appropriate.
- ✓ Report to the club management with monthly membership figures.
- ✓ Make appropriate recommendations to the club committee to ensure the role develops appropriately making effective and efficient use of time, money and technology available.

How much time will it take?

This role will be a flexible 1-2 hours per week with more time at membership renewal time.

What you'll get out of it:

You'll meet a wide range of people with a passion for Athletics.

It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase within our fantastic club.

If you are interested in this role please contact Mike Frost, Club Chairman – mikefrost@skathletics.co.uk

The position will be allocated by election during the 2017 Stockport Harriers Annual General Meeting