

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Honorary Membership Secretary

Name of Honorary Membership Secretary:

Responsible to: General Committee

Purpose:

To help the club prosper through sustaining and growing the membership by actively encouraging new members to join and taking responsibility for managing existing club memberships.

Key aspects of the role:

1. Support the drive for new membership

Take the lead on ensuring new members sign up as paying members, and make sure the process for sign up is concise and simple.

2. Manage and preserve current membership

Manage everything to do with memberships, including types, subscriptions, renewals and incomes, ensuring that membership fees are paid and relevant records are kept

3. Take responsibility for record keeping

Keep the membership database and the Game Management System up-to-date and ensure that all relevant financial documentation for membership is stored securely.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.