



## **JOB DESCRIPTION**

JOB TITLE: Club Membership Secretary  
POST HOLDERS: Lucia Hale, Alan Mills  
RESPONSIBLE TO: Chairperson

---

### Role:

To administer and organise the membership of W&DAC

### Main Duties:

- To welcome new members to the club and ensure they complete the necessary paperwork so that they can be entered onto the UKA system.
- To ensure emergency contact details for all members are kept.
- To administer an effective signing in and out procedure to monitor attendance at training nights.
- In conjunction with the Treasurer, to ensure that records of club members are kept up to date and confidential.
- To ensure that medical details and emergency contact details for all Junior members are kept on record and available at Junior training sessions.
- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.
- In conjunction with the Secretary, ensuring all members are informed about club policy, rules etc.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee