



## **HARDLEY RUNNERS**

### **Job Description – Membership Secretary**

#### **Post currently held by**

Helen Young

#### **What the job is**

Purpose of role is to process requests for HR membership. This includes processing any requests for England Athletics (EA) registration. Membership information is kept in an EXCEL spreadsheet.

#### **KEY ACTIVITIES**

- Process HR membership requests in a timely fashion
- Keep HR membership spreadsheet up to date
- Update EA database with runners requiring EA registration
- Regular (monthly) registration of HR runners with EA
- Handle/resolve any issues with HR membership
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- Keep HR committee up to date with latest membership database
- Provide quarterly/AGM updates of membership status
- Pass on membership cheques to HR treasurer on timely basis
- Pass on EA invoice to HR treasurer on timely basis
- Send out 'welcome' email to new HR members

#### **SKILLS**

Some knowledge of the following (but not necessarily all) would be helpful:-

- Good understanding of basic EXCEL
- Basic understanding of WORD
- Use of Web Based database applications. Needed to access EA database system

Will require access to a PC/LAPTOP that has EXCEL/WORD installed on it. Will need internet connection and an e-mail account.

#### **EFFORT**

There is a peak of activity around the start of the membership year (Mid March till Mid May).

Dec 2012