

## **Role Description – Membership Secretary – Grampian Orienteers**

**This is a voluntary role.**

**Responsible to:** Club President/Chairman, club membership

**The main role of the club Membership Secretary is to promote membership. The Membership Secretary might be a committee member.**

**Specific tasks include:**

- understand existing membership structure (club/SOA/BOF)
- encourage newcomers to join – via website or printed forms
- extract data from BOF database to monitor membership numbers, report to club committee
- liaise with Communications Officer to ensure all new members are welcomed in print
- monitor renewals and follow up non-renewals

**Duration/frequency:**

- the Membership Secretary might be in post for several years
- committee meetings are generally held once every 2 months

**Knowledge/skills/attributes required:**

- well organised & enthusiastic
- good inter-personal skills
- the post requires no orienteering knowledge at all

This is NOT “Regulated Work” under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member. However, the post-holder must be aware of their obligations under Data Protection legislation.

The Membership Secretary might also take on other club roles, for which separate role descriptions are available.

**NAME OF POST-HOLDER:**

**DATE:**

**SIGNATURE OF POST-HOLDER**

**COUNTERSIGNED BY CLUB CHAIR/PRESIDENT OR OTHER CLUB OFFICIAL:**