

Role Description:

Membership Secretary



NAME OF CLUB: Bere Alston Trekkers

RESPONSIBLE TO: Club Committee

The primary role of the club membership secretary athlete registrations. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as England Athletics.

Club membership secretaries are responsible for making sure that their athletes are registered with England Athletics. This can be done through the club management area of the myAthletics portal (which club membership secretaries have access to). Through myAthletics portal, clubs can send payment requests to their members, pay fees online or manually mark athletes as 'paid' to ensure their registration status is up-to-date.

Typical Responsibilities:

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues
- Updates coaches on who has paid their membership and is eligible to train and compete.
- Responsible for managing athlete transfer requests to other clubs.
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the club secretary on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller
- Encourage and support running amongst members
- Positively promote BAT's within and outside the club
- Attend committee meetings contributing positively and constructively
- Arranging handover or succession planning for the position

DBS Verifier

The Club Secretary and Membership Secretary are the two EA nominated DBS verifiers.

Key responsibilities:

- To send DBS online form to those who meet the DBS criteria for a disclosure and the verifier documentation.
- To check carefully that the form has been completed correctly with the required information entered in all the mandatory fields in the correct format. If there are mistakes or omissions, to then ensure that these are corrected with the full consent and knowledge of the applicant.
- To verify the details entered on the form and sign the verifier form
- To keep up-to-date with changes implemented by the DBS / government that will impact on the DBS eligibility and verification and to seek guidance from the safeguarding department when necessary
- To ensure that all confidential information is carefully handled throughout the process, disclosing information to UK Athletics only where appropriate or necessary.