



Sittingbourne Striders

Role Description: Membership Secretary

The primary role of the club membership secretary is the athlete registrations to the club and to British Triathlon and England Athletics. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as British Triathlon and England Athletics. Club membership secretaries are responsible for making sure that their athletes are registered with British Triathlon and England Athletics. This can be done through the management are of both British Triathlon and England Athletics

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 if required, 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
- Support the Committee in the organisation of the annual club race



- Uphold the club constitution and terms of conditions of England Athletics and British Triathlon affiliation.
- Arranging handover or succession planning for the position

NAME (please print)			
British Triathlon Membership number			
England Athletic Membership number			
SIGNED		DATE	