

WAVENEY VALLEY ATHLETIC CLUB



COMMITTEE ROLE

Seniors Membership Secretary

- Collate membership forms on to a spreadsheet
- Maintain spreadsheet with all contact and medical information
- Liaise with Treasurer regarding any unpaid memberships
- Chase unpaid fees/memberships
- Remove details of leavers
- Process affiliation for paid members
- Add new members to the contacts in club email account
- Regularly check the club email and respond to all membership enquires
- Update coaches with new joiners
- Circulate medical issues to coaches
- Work within the GDPR guidelines

Up hold the club constitution and codes of practice

Attend AGM and committee meetings regularly

Encourage good team spirit in the team

Be a good role model

Enjoy the role

For more information about the club please speak to one of our committee members:

<http://www.waveneyvalley.org/committee-members/>