



## Membership Secretary Role Description

**Role:** To be the main source of all contact information within the club.

**Approximate time commitment:** Various throughout the year

**Useful skills:** Friendly  
Approachable  
Good management skills  
Confident and effective communicator  
Very good administration skills  
Excellent organisational skills  
IT literate

### Tasks

- Deal with all club membership matters.
- Have up to date list of details of all Senior playing members
- Have up to date list of details of all Intermediate playing members
- Have up to date list of details of all Junior playing members
- Have up to date list of details of all Vice Presidents of the Club
- Have up to date list of details of all the Trustee's of the Club
- To maintain and keep up to date as is possible the Copford Team App.
- To collect all membership subscription and liaise with the Club Treasurer
- To inform the Committee of players that have not paid their annual membership subscription.
- To advise the various captains who has not paid their membership subscription.
- To liaise with various captains regarding payment of match fees, so that an accurate record maybe kept.

If you would like further information or wish to apply for this opportunity please contact:

Contact Chairman Copford CC

