



ROLE DESCRIPTION

ROLE TITLE	CLUB MEMBERSHIP SECRETARY
REPORTS TO	CLUB CHAIR
DIRECT REPORTS	N/A
GRADE	VOLUNTARY NON-PAID POSITION

NATURE AND SCOPE

BRFC is nothing without its members. That's why the role of Membership Secretary is so important. You'll not only manage existing memberships, but also actively encourage new ones and deal first hand with members themselves. You will also liaise with the Club Administration Assistant and Data Officer to ensure all the official information about our player registrations is input and upkept so our players will be eligible to take part in competitions. Ensuring all adult and youth teams are registered to play will also assist the club to comply with RFU and CB requirements for matches, competitions and festivals. Your work will help the club prosper and bring in much needed income.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Manage everything to do with memberships, including types, subscriptions, renewals, income and registrations
- Keep the membership database up-to-date and details accurate
- Provide updated list of members by type to the Board on a monthly basis
- Ensure membership fees are paid and records kept
- Manage on-line registration (and de-registration) of players using the RFU Game Management System (GMS)
- Maintain the list of players with "effective registration" for the purposes of entry into competitions.
- Record electronic photo ID for players on GMS where required
- Send out membership packs to member database in a timely fashion
- Administer the swipe card membership system efficiently and accurately
- Actively pursue overdue or missing membership payments
- Reconcile payments received with membership database to ensure all funds banked
- Encourage recruitment of new members
- Liaise with Senior and Youth Playing on new and renewal membership
- Able to demonstrate the highest professional and personal integrity
- Communicate effectively and to present a highly professional image when representing BRFC
- Act as an ambassador for, and promote the best interests of BRFC at all times, including the promotion of the BRFC and RFU Core Values
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of BRFC.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE



- Current RFU Enhanced DBS disclosure (or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport
- Practical involvement in sport (preferably Rugby) as a player, coach or other volunteer
- Ideally some background in a voluntary sport operation – as a professional or volunteer

SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need to be:

- Well organised
- Careful and methodical
- Have good attention to detail
- Good with numbers
- IT literate
- RFU DBS cleared (we will do this for you on production of appropriate documentation)

ADDITIONAL INFORMATION

How much time it will take up:

Approximately 2-4 hours a week. More at the beginning of the season, your busiest period

What you'll get out of it:

You'll meet a wide range of people with one thing in common - loyal to their local rugby club. It's a socially rewarding post to hold with interaction across all sections of the club

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.