

Hastings District Canoe Club

Role and Responsibility of the Membership Secretary

Role; Club Membership Secretary

Responsible to: Club committee through the Chairperson

Role purpose: To take membership monies and forms

Commitment: *2-4 hrs a week*

Main Tasks

- ❖ Ensure all membership monies paid on time and kept up to date
- ❖ Make sure all forms kept up to date, non members, parent consent, etc.
- ❖ Help with general smooth running of the club

Skills Required

- Organised, honest and trustworthy
- Able to keep records
- Confident with excel for membership records
- Enthusiastic and able to motivate others.