

# Job Description

<b>Job Title</b>	<b>Membership Secretary</b>
<b>Date</b>	<b>September 2023</b>
<b>Job Holder</b>	
<b>Date Appointed</b>	<b>AGM</b>
<b>Expenditure Authority</b>	<b>None without committee approval</b>
<b>Main Duties</b>	
<p>Overall</p> <ul style="list-style-type: none"><li>• Support the club in all its activities and specifically by attending club tennis sessions and social event</li><li>• Actively encourage new members and support tennis activities at all levels</li><li>• To attend Committee Meetings</li></ul> <p>Specifically</p> <ul style="list-style-type: none"><li>• To maintain up to date lists of all current members including adults and juniors</li><li>• To ensure membership details in Clubspark are accurate and up to date</li><li>• To ensure new members complete a membership form and pay the appropriate subscription fee</li><li>• To pass all subscription fees to the treasurer</li><li>• To liaise with other committee members over the introduction of new members</li><li>• To circulate documents such as 'Club Information', Clubspark Link, SPLTC Website link and Court Booking information to all new members</li><li>• To act as the first point of call for those looking to join or seeking information about the club, for enquires in person, via email or via the club's website</li><li>• To inform the men's captain, ladies captain and/or junior organiser of any new members</li><li>• To contact any new members to welcome them to the club.</li></ul>	