



**TOR RUGBY CLUB**

# Club Membership Secretary

What you can do for your club:

- Take responsibility for managing existing club memberships
- Meet people and explain the benefits of membership to them
- Actively encourage new members to join
- Help the club to prosper through sustaining and growing the membership

The role:

- Manage everything to do with memberships, including types, subscriptions, renewals and income
- Keep the membership database and the Game Management System up-to- date
- Ensure membership fees are paid and records kept
- Take the lead on promoting new membership
- Create and deliver a plan for recruiting new members

Ideally, you'll need to be:

- Well-organised
- IT Literate
- Friendly and approachable – you'll be key contact for your members.
- Confident and good at communicating
- Have good attention to detail
- Good with numbers
- Full of bright ideas to attract new membership

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club. It's a socially rewarding post to hold. Encouraging support for your club also helps to bring the community together, ultimately making the area a nicer place to live.

How much time it will take up:

Depending upon the size of the club, about 3-4 hours a week.