Membership Secretary Role

This is an outline of the responsibilities of the Membership Secretary of Chanonry Sailing Club followed by some notes.

The Membership Secretary *appointment* is not a Committee/Board position although the person filling the role may also be a Committee/Board member.

Responsibilities

- Maintain an up-to-date database of the current membership of the Club using Dutyman.
- Maintain a list of Ex-members (i.e. those who resign, are expelled from the Club or do not renew their membership). The name of the ex-member, the dates on which they joined and left the Club and one contact method need to be kept for a minimum of 6 years from the date of leaving the Club (see the Club Privacy Policy).
- Administer new membership applications and annual membership renewals.
- Maintain the membership application forms.
- Provide a report to each Committee/Board meeting of new members who have joined since the last meeting.
- Provide an annual update on membership numbers, including a breakdown of numbers in each membership category.
- Maintain and amend if necessary, the membership categories and the membership benefits for each membership category – in accordance with any changes to policy made by the Committee/Board.
- Act as the Club Privacy Officer for the purposes of GDPR (or its successor legislation) and the Club Privacy Policy.
- Maintain the register of boats owned by members from the information they provide on their membership forms and (hopefully!) remember to amend when things change. This is found on the Club OneDrive (the Webmaster will give access to new appointees).
- Act as the Club contact during the Coronovirus pandemic of 2020 onwards for the Test and Trace/Protect system.

Notes

The role is busy around membership renewal time, being January and February of each year, otherwise the time commitment is not great. The Membership Secretary needs materials, the cost of which will be reimbursed by the Club e.g. paper, envelopes, laminating pouches and postage stamps. The Membership Secretary also orders and distributes boat stickers and launch trolley labels. The Membership Secretary needs to own or have access to a computer, printer/ scanner, laminator.

The membership renewal process requires using Dutyman for emails to the membership.

The Membership Secretary is an Administrator for the Dutyman system used by the Club for membership and duties (Webmaster will provide access details). The Membership Secretary should limit their activity in Dutyman to membership matters, so not changing anything to do with duties, which are the responsibility of the Sailing Secretary.

The register of members is available to members through the Members' area of the website – the link for this is administered by the Webmaster as is any other information published on the website.

Documents which need to be kept "for the record" should be saved to the Club OneDrive.

The Membership Secretary needs to be familiar with the Club Constitution, in particular the items relating to membership. All the responsibilities listed must be carried out in accordance with the Constitution.

More detailed notes for handover and any initial help should be provided by the outgoing Membership Secretary.