



Marlow Hockey Club  
Marlow Sports Club  
Pound Lane  
Marlow  
SL7 2AH

 [www.marlowhc.co.uk](http://www.marlowhc.co.uk)

 @marlowhc

May 2018

### **Marlow Hockey Club – Membership Secretary Role**

#### **ROLE OF THE JUNIOR and SENIOR MEMBERSHIP SECRETARY (separate roles)**

The Junior and Senior Membership Secretaries are responsible for ensuring relevant age groups of Marlow Hockey Club members pay the appropriate membership fees and are registered on the Pitchero club website.

#### **DUTIES OF AN INDIVIDUAL MEMBERSHIP SECRETARY**

- Liaise with the Treasurer and relevant Club Captains/ Committee members on outstanding membership fees
- At the start of each season ensure all members information is correct by requesting members update their online membership details and migrate the members to correct age groups
- Liaise with Club Secretary on membership breakdown in accordance with the annual audit form requested by EH
- Be a positive role model for all members of the Club

#### **COMMITMENT / TIME FOR THE ROLE**

- General Committee meetings
- Annual General Meeting and any Emergency General Meeting
- The time commitment for being a positive role model is on-going

#### **SKILLS AND QUALITIES REQUIRED**

- Time management
- Organisation
- Good level of administration

Please contact [chairman@marlowhc.co.uk](mailto:chairman@marlowhc.co.uk) for further details.

Marlow Hockey Club

Affiliated to Marlow Sports Club

Charity number: 1139862