



Role Description: Membership Secretary

Primary Purpose of the Role

The Membership Secretary is responsible for managing all aspects of club membership at Hinckley Running Club. This includes overseeing athlete registrations, ensuring compliance with England Athletics requirements, maintaining accurate records, and supporting both new and existing members. The role is essential to ensuring that all competing athletes are properly registered with the club and with England Athletics via the myAthletics portal.

Key Responsibilities

Membership & Registration Management

- Manage the club's annual affiliation renewal with England Athletics.
- Oversee the athlete registration renewal process each membership year.
- Process new member applications, including England Athletics registration where required.
- Maintain accurate and up-to-date records for all club members - competitive, social, volunteers, coaches, and officials.
- Share England Athletics (EA) registration numbers with members when allocated.

Financial Coordination

- Work closely with the Club Treasurer to reconcile membership payments, discounts, refunds, and any queries.

Communication & Support

- Report to the committee on membership growth, trends, and operational progress.
- Act as the main point of contact for membership-related enquiries from prospective and current members.

Transfers & Compliance

- Manage outgoing and incoming athlete transfer requests to or from other clubs.
- Ensure the club meets data protection and GDPR responsibilities, recognising that the Membership Secretary acts as a data controller on behalf of the club.

Governance & Continuity

- Keep all membership systems, documentation, and processes up to date.
- Maintain clear records to support handover or succession planning for future Membership Secretaries.

Skills & Qualities Helpful for the Role

- Strong organisation and attention to detail
- Good communication skills
- Confidence using online systems (e.g., the myAthletics portal)
- Reliability, integrity, and respect for confidential information
- Ability to work collaboratively with the committee and coaching team

Time Commitment

This role involves regular weekly activity (e.g., monitoring emails, payments and registrations), with extra time required around the peak membership renewal period.