

Forth Canoe Club
Role: Membership Secretary

Role Description:

PLEASE NOTE THAT THIS ROLE INVOLVES PROCESSING MEMBERS' DETAILS AND THAT THESE MUST BE TREATED AS CONFIDENTIAL

Hours per month: average 5 hours (flexible)

Introduction:

Forth Canoe Club is one of Scotland's largest and widest encompassing clubs. It works in all disciplines and levels of the sport. We have numerous groups within the Club requiring a share of the limited resources and with contrasting needs. We organise several events each year, also running courses and trips for our members.

The Club committee consists of volunteers and provides management of the club.

Turnover is approximately £30,000 a year. There are approximately 400 members.

Outline of role:

This role takes responsibility for ensuring the successful operation of Forth Canoe Club's email enquiries, paperwork and registrations.

Club memberships are the primary responsibility of the Membership Secretary. You will have to work with some committee members to keep an overview over the Club activities and keep the membership records current and correct. You will need full knowledge of the Club's membership (who the members are), activities that take place within FCC and of wider canoeing activities/culture in Scotland.

Outline of tasks:

- Manage the membership databases (internal, and SCA) and ensure renewals are followed up on each year
- Answer club queries from members, potential members, other clubs and the media, in co-operation with the Club Coaches and the Club Secretary