HARDLEY RUNNERS

Job Description – Membership Secretary

Post currently held by

Jane Hodge

What the job is

Purpose of role is to administer HR membership. This includes processing requests for England Athletics (EA) registration.

Membership information is kept in an online database called membermojo. This database is maintained by the Database Administrator.

KEY ACTIVITIES

- Handle/resolve any issues with HR membership
- Regular registration of HR runners with EA
- Regular transmission of EA invoices to HR treasurer
- Handle/resolve any issues with EA membership
- Keep HR committee up to date with latest membership status
- Provide AGM updates of membership status

SKILLS

Some knowledge of the use of web based database applications would be helpful (needed to access EA and membermojo database systems.)

An internet connection and an email account will be needed.

EFFORT

There is a peak of activity around the start of the membership year (Mid March till Mid May).

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