

WEYBRIDGE ROWING CLUB

Membership Secretary

Summary: To administer the process for collecting subscriptions and to maintain the club membership database.

Accountable and Responsible for:-

- Maintain, with the Club Secretary, the membership database to remain current at all times.
- Send out annual renewal notices and be point of contact for collection of subscriptions and racking fees
- Update database with new members, monthly
- Update database when change of address / contact details are received.
- Ensure the Captain has up to date list of renewed /current members by 2nd Committee meeting of new club financial year.
- Communicate with members who have not renewed on time in according with the Constitution, in writing, to notify them that they are no longer entitled to use club facilities.
- Ensure the Club Secretary and Treasurer have up-to-date copies of the membership database.
- Provide assistance to Treasurer.