



MEMBERSHIP SECRETARY

PURPOSE OF THE JOB

The Membership Secretary is responsible for the maintenance of the membership records, both historical and current of the SMCA of GB.

DUTIES & RESPONSIBILITIES:

1. To maintain SMCA membership records, both hard copy and electronic, in accordance with current legislation regarding security of personal information.
2. To ensure that correct accounting procedures with regard to the receipt of membership fees are applied and that such fees are paid into the SMCA account without delay.
3. To stamp and forward ACU licence applications for current SMCA members.
4. To recruit members by actively publicising the SMCA and the benefits of SMCA membership
5. To provide evidence, if necessary, in support of a member as to the currency of their membership should there be any dispute with an organising club.
6. To provide support to an organising club questioning whether an entrant is a current member of the SMCA. An answer of Yes or No will suffice.

REPORTING TO:

The Membership Secretary is accountable to the Chairman, the members of the SMCA Committee and the members of the SMCA.