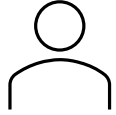


Membership Secretary



The Membership Secretary is responsible for keeping records of the club membership. They are the first port of call for new members wishing to join the club and they generally collect and manage subscriptions and renewals. The role can also involve working towards activities which promote membership retention.

Responsibilities and Duties

Membership Secretaries' main duties and responsibilities include:

- To respond to all enquiries from potential new members in a timely manner
- To collect renewal membership on an annual basis from existing members
- To simplify processes by setting up monthly or annual direct debit payments (where applicable) or managing and using a membership platform for this process
- To issue welcome packs and/or welcome emails to new members including an introduction to the committee, the club constitution and rules
- To maintain an up-to-date database of members
- To produce membership status updates and reports for the club's committee as required
- To suggest and organise new membership offers, i.e. for attendees of club open days or taster events
- To work with the committee to organise activities which promote membership retention
- To ensure data privacy and GDPR obligations are upheld

As a participating member of motorsport, they should uphold the values of the [Race With Respect code](#).

Skills and Qualities

- Good administration and IT skills including word processing and confidence using online data entry systems
- Friendly
- Enthusiastic with a good knowledge of the club and its members
- Good communication skills, especially verbal and written
- Well organised
- Ability to maintain confidentiality
- Ability to build relationships with others, both inside and outside of the club

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org