

Membership Secretary

Role

To be the focal point of the Club for receiving membership applications and renewals and to ensure each member's registration at the appropriate level with the ASA.

Tasks

- To keep records of all club members as they renew their membership in the new year or join for the first time during the year.
 - To maintain a supply of ASA membership application forms so that new members, or existing members who wish to change their ASA category, have the requisite documentation to do so.
 - To ensure that club membership returns and the necessary membership fees are sent to the ASA to meet the deadline each year and that members joining during the year are duly registered as they join.
 - To liaise with the treasurer and report to the committee on issues to do with ASA membership.
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Skills

- To be organised
- Computer literate