



Volunteer Role Description: ASRC Membership Secretary

(Voting role x 1)

The club membership secretary manages members joining and leaving, and ensures competing athletes are registered with the club, as well as Snowsport England.

Core Responsibilities:

- Support the Chair and Committee by providing membership statistics and insights when required.
- Attend monthly committee meetings and contribute to discussions on membership processes, renewals, and member engagement.
- Record any membership-related actions arising from meetings and ensure they are completed within agreed timeframes.
- Liaise with the Club Secretary to ensure membership actions are reflected accurately in Minutes and Action Lists.
- Manage the ASRC membership email account and respond to enquiries promptly.
- Oversee all membership applications, renewals, and resignations.
- Maintain an accurate and up-to-date membership database, including contact details, emergency information, and safeguarding-related records.
- Ensure all members have completed required forms (e.g., Code of Conduct, medical information, photography consent).
- Onboard new members, including welcome emails, information packs, and guidance on training sessions.
- As designated Super Admin:
 - Maintain the Club's Affiliation with Snowsport England annually.
 - Ensure members are also Snowsport England members at the correct level.
- Work closely with the Treasurer to confirm payment of membership fees and assist with chasing outstanding payments if needed.
- Support the CWO by ensuring safeguarding-related membership requirements are met (e.g., DBS checks for volunteers).
- Liaise with coaches regarding member eligibility for training sessions, race entries, and club events.
- Ensure membership policies remain up to date and aligned with Snowsport England requirements.
- Coordinate annual membership renewal cycles, including communication, deadlines, and system updates.
- Support club communications by sharing relevant membership updates with the committee and wider club.
- Access to SPOND platform for administration and communication.
- Ensure data privacy and meet GDPR obligations as an officer of the club who is a data controller.

General Responsibilities:

- Take responsibility for personal conflicts of interest, declare, record and manage these appropriately.
- Arrange handover or succession plan for the position.