

Skipton Cycling Club – role of ‘Membership Secretary’

The Primary role of the Membership Secretary is to manage the enrolment of new members and the renewal of existing members.

The Membership Secretary is a co-opted role and is voted in by the Chair, Secretary, Treasurer and Welfare Officer.

The Membership Secretary has the following specific responsibilities, to be exercised in accordance with the Club Constitution:

- Maintain an appropriate list of all members of the Club.
- Be the first point of contact for new membership and existing membership enquiries.
- Process new memberships and deal with the annual renewal of memberships taking place on 1st January each year.
- Seek Committee agreement before refusing membership.
- Receive any appeals against refusal or non-renewal of membership and appoint a panel (consisting of a minimum of three non-Committee members) to determine the appeal.
- Discretion to refund a membership fee (less any processing fee) where it is reasonable to do so.
- Regular reporting to the Committee on membership details, including numbers. A more detailed breakdown to be provided to the Secretary in advance of the AGM.
- Ensure data privacy obligations are met in respect of member personal details.
- Work with the Treasurer to reconcile membership payments and refunds etc.
- Advise the Committee annually in advance of the review of membership categories and price of membership.
- Uphold relevant Club policies, including the rule of three rides for non-members.
- Uphold the Club Constitution and the British Cycling requirements for Club affiliation and insurance.