

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 15th December 2025)



Membership Secretary

Purpose and tasks:

1. To maintain the club membership details and to promote membership to new runners.
2. Receive and maintain the club membership try out placements, applications and membership records, ensuring compliance with club's data protection policy and club member's terms and conditions.
3. Set up new try-outs on training platform for specified try-out periods as agreed by the club committee
4. Monitor try-out periods and liaise with these potential new members during this time.
5. Progress try-outs to full memberships, requesting invoices via the England Athletics portal.
6. Monitoring payments with Club Treasurer from England Athletics for member fees and reconciling to membership lists including annually when renewals take place.
7. Sit on a club disciplinary panel (if convened under the club's disciplinary and complaints process).
8. Alongside Captains, maintain Club Members' welcome pack information

Responsible to:

The Chair

Competencies:

Good organisational skills with an ability to communicate well

Support / training:

Knowledge of MS office products and use of own computer

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year