

MEMBERSHIP SECRETARY TASKS

RENEWALS	<p>Get membership pack together (letter, updated renewal form, competition entry form, possibly league entry form) and send it out.</p> <p>Process renewals: record membership subs and competition subs on database before passing to treasurer, update membership list, collate competition entry forms. Reconcile direct payments with treasurer.</p> <p>Issue membership list and fixtures cards at start of season.</p>	<p>Annually</p>
RECRUITMENT	<p>Use local publications and social media to encourage applications.</p> <p>Dole out publicity material when opportunity presents. (open days, west end fair, west end show).</p> <p>Follow up enquiries for membership - leads to setting up a taster session or going straight into application process, depending on circumstances.</p> <p>Take part in Open Days and try to take part in other events where potential newcomers might come - if you can't be there try to prime someone else to pick up people who might be interested.</p> <p>Most new members know existing members - encouraging members to "bring a friend" is most effective but, as we talk more to the neighbours, local people start coming in to enquire.</p>	<p>Two or three times / year - usually simple, quick and straightforward. I might write around 200 words (re-phrasing the same sort of information) a couple of times a year. All the local community publications will publish a paragraph for us on a simple e-mail request.</p>
APPLICATIONS	<p>Update membership application form and junior member's addendum if appropriate. Remember to ensure Code of Conduct and Data Protection Codes are appended.</p> <p>Ensure small supply of application forms available in clubhouse. Post applications in clubhouse.</p> <p>Set up information exchange interviews (We now have an interview pro-forma and convene only 3 committee members - I try to get someone from the captain's team and someone chatty).</p> <p>Providing happy to go ahead (Very rare not to go ahead) complete paperwork with new member(s). (Cover club dress, complete BDA survey if appropriate, gives new bowlers handout and cover security and keys). If I feel they are getting too much information in one go I hold back on keys until they're ready - it's a judgement call!</p> <p>Send individualised letter confirming all this (I have lots of examples for experienced or new bowlers). <i>Could be useful to write a standardised letter.</i></p>	<p>Ongoing</p>
INTEGRATION	<p>With new members, work with coaches to ensure things in place for basic instruction, if appropriate set up a "buddy," try to support to ensure newcomer understands how the club works and is comfortable. I try to maintain this until member starts to play games or are, at least, rolling up regularly and seem to feel part of the club.</p>	
MAINTAIN ADMIN SYSTEM	<p>Report to and Participate in Committee Meetings.</p> <p>Keep Data Base up to date.</p> <p>Update and Distribute Membership List.</p> <p>Provide basic membership statistics on request to committee members.</p> <p>Issue and (try) to keep track of keys (take a deposit, enter on data base and pass to treasurer - only refund a deposit if requested (usually by asking treasurer to send a cheque). Try to get keys back when a member moves on.</p> <p>Receive and, as appropriate, re-direct e-mails from the membership e-mail address.</p>	<p>6-7 per year</p> <p>Annually then occasional</p> <p>Annually with 4-6 updates/ year</p> <p>About twice/year</p> <p>Occasional</p> <p>Occasional</p>