

**Title:** Membership Secretary

**Outline:** To maintain membership record.

**Responsible for:** Membership database and administration of Archery GB fees

**Responsible to:** The Chairman and Committee

**Main Contacts:** Treasurer and committee.

<b>“General” Main Tasks</b>	<b>“Specific” Tasks Agreed with the Committee</b>
<ul style="list-style-type: none"><li>• Maintain records and lists of members and junior members as required for the effective administration of the Club</li></ul>	
<ul style="list-style-type: none"><li>• Submit applications for Archery GB registration of members</li></ul>	
<ul style="list-style-type: none"><li>• Liaise with Treasurer regarding annual subscriptions and Archery GB fees</li></ul>	
<ul style="list-style-type: none"><li>• Be a full and active member of the Committee.</li></ul>	