



Blaydon Harrier and Athletics Club

Membership Secretary Role Outline

Responsible to

Committee

Role purpose

To manage membership enquiries, registrations, and renewals, ensuring a smooth and welcoming experience for new and existing members. The Membership Secretary plays a key role in maintaining accurate records, supporting coaches, and ensuring compliance with club and England Athletics requirements.

Responsibilities

- Manage Club affiliation renewal with England Athletics
- Oversee athlete registration renewals and new member sign-ups
- Respond to membership enquiries and contact forms
- Liaise with coaches to support new members during their four week taster period
- Maintain accurate records of all athletes, competitive and social, including training registers
- Maintain records of club volunteers, coaches, and officials
- Work with the Treasurer to reconcile membership payments, discounts, and refunds
- Contact members in payment arrears to arrange payment of club dues
- Manage athlete transfer requests to and from other clubs
- Share URN numbers with members as needed
- Report regularly to the committee on membership trends and matters
- Ensure data privacy and compliance with GDPR as a club data controller
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Organised and reliable with good attention to detail
- Confident using online systems and managing data

- Good communication and interpersonal skills
- Understanding of data protection and GDPR responsibilities

Essential resources

- [MyAthletics Portal](#)
- [England Athletics Club Hub - Membership Secretary](#)
- [Guidance and support | Sport England](#)

Key contacts

- [England Athletics Club Support Manager](#)