**City of Hull AC**

**Role Description – Membership Secretary**

* Receive paper and online applications and payments for membership
* Keep up to date club records of all members
* Complete registrations for all members with England Athletics
* Provide welcome letters to all new members
* Carry out checks that runners representing the club, or benefitting from the club, are current members
* Make regular reports and updates to the committee
* Respond to queries regarding club membership