



## BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

**ROLE TITLE:** CLUB MEMBERSHIP SECRETARY  
**RESPONSIBLE TO:** THE CLUB MANAGEMENT COMMITTEE / CHAIR  
**SKILLS REQUIRED:**

- ✓ Administrative skills
- ✓ Well organised
- ✓ Able to keep records
- ✓ Honest
- ✓ Prepared to make a regular time commitment

### ROLE PURPOSE:

1. Act as a first point of contact between the Club and others.
2. Act as principal administrative officer for the Club.

### MAIN TASKS ARE TO:

1. Deal promptly with all correspondence on the Club's behalf.
2. Collect and record annual subscriptions and fees.
3. Record all members' names, addresses and other information.
4. Record all payments for subscriptions, equipment etc and pass to the Treasurer.
5. Ensure all members are informed of events and decisions as necessary.
6. Lead specific projects as required.
7. To attend meetings as follows:
  - a. All Management Committee meetings
  - b. Disciplinary Committee meetings
  - c. With Local Authority and other partners as required
  - d. Act as the Club representative as required.