



OLD CRANLEIGHAN HOCKEY CLUB

Club Membership Secretary

Responsible for ensuring all Old Cranleighan Hockey Club members pay their appropriate membership fees as per agreed deadlines. This is a vital role for the club as membership receipts ensure the sustainability of the club.

Duties of Club Membership Secretary

- Management of central online database LoveAdmin in conjunction with OCHC Treasurer.
- Management of all communications and emails to members in relation to membership fees.
- Setting up and administration of annual Colts renewal programme.
- Work with Senior team captains at the start of each season to ensure all members information is correct and appropriate fees requested.
- Liaise with the OCHC Treasurer and Club Captain on outstanding membership fees.

Commitment / Time For The Role

- Timely management of central membership email accounts for the Colts and Senior teams throughout the year.
- Peak times April to June and September to October.
- Regular liaison with OCHC Treasurer.

Skills And Qualities Required

- Time management
- Organisation
- Good level of administration
- Relationship management
- Excel skills
- Can maintain confidentiality on relevant matters.