



## **MEMBERSHIP**

### **JOB DESCRIPTION - MEMBERSHIP SECRETARY**

Version 3

Agreed by ManCom .....July 9<sup>th</sup> 2013

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Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom).

Note 2 - Any references to he/him etc. can equally apply to she/her etc.  
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#### **A – RESPONSIBILITIES**

1. General – The Membership Secretary shall be responsible for all duties relating to the annual renewal of club membership and the registering of club members with the ESMBA and NESMBA. This includes the issuing of membership cards and the updating of the Associations computer based membership database.
2. Registration Policy - The Association subscribes to the principles laid down in the ESMBA “Registered Player Policy” which does not allow competitive play between registered and unregistered players. All registered players must pay an annual composite fee covering affiliation to the NYSMBA, the ESMBA and the NESMBA.
3. Honorariums and Expenses – The Membership Secretary receives an annual payment (honorarium) as determined by the General Committee. This is intended to cover some of the cost of the phone calls necessary to pursue the “job”. Any other expenses incurred must be claimed from the Treasurer with all receipts. Travelling expenses are not reimbursed.
4. Meetings - Constitutionally, the Competition Secretary is an Officer of the Association and a member of the Management Committee. As such he is jointly responsible with the other Officers for the overall administration of the Association and all its affairs. He is therefore expected to attend all Management and General Meetings and actively contribute to the proceedings.
5. Tasks - The attached list itemises the regular tasks necessary to fulfil the objectives of the post. This is primarily intended to be a check list for any person taking on the responsibilities of Membership Secretary and it is recognised that additional items may occur from time to time that also come within the Membership Secretaries area of responsibility.
6. Reports – The Membership Secretary must prepare a report at the end of each year for presentation to the AGM on the state of the Associations membership. A report should also be prepared for inclusion in the NYSMBA Handbook.

#### **B – THE MEMBERSHIP DATABASE**

The database is a spreadsheet written in Microsoft Excel containing details of current and past members. It is critical that it is kept up to date and is backed up at regular intervals. It is used each year to produce listings of each club's current membership which are sent out to each club for updating for the new season. The format of the database together with instructions on how it is updated is contained in a separate document.

## **C – TASKS**

### **MID SEPTEMBER**

- Back up the membership database (for instance by copying under another name e.g. "Membership database 2009 final").
- Update the Registration Check List with the numbers of Handbooks allocated to each club (details supplied by the Publicity Officer).
- Amend the header details of the database if required.
- Turn the AutoFilter feature on (Data/Filter/AutoFilter) then select and print a list for each club in turn showing their registered members from the previous season.
- At the top of each printed list, fill in the number and cost of the Handbooks that are being supplied to each club from the Registration Check List.
- Send the relevant listing to each club with a covering letter requesting that the list be updated and returned with payment.

**BY END OF OCTOBER** – Receive all listings from clubs before the deadline of October 31<sup>st</sup>. Chase up any "lazy" clubs. As each list is returned by the clubs:

- Fill in the Registration Check List entry for the club with the number of Leavers and the number of Joiners. The total number of members and the correct amount payable will then be automatically calculated.
- Check fees received are correct (as per auto calculation) and resolve any over or under payments.
- For all leavers - alter club name on database to begin with a "z" (e.g. zBILSDALE)
- For all joiners - check to see if they are already on the database as a past member. If so, their old number should be used so just remove the "z" from the club name to re-activate them.
- For all "brand new" people - allocate the next sequential unallocated number on the database and enter their name and club against it (plus the INDICATOR column if required).
- Complete the ESMBA membership cards and also a NYSMBA club membership certificate and return to club with receipt if required.

**BY END OF NOVEMBER** - Once all the club membership lists and fees have been received back and the database has been fully updated:

- Pass on all cheques to the Treasurer for banking with a summary of the number of members and number of Handbooks paid for.
- Obtain from the Treasurer a single cheque to cover ESMBA affiliation and another to cover NESMBA affiliation.
- Send a complete list of all members to the ESMBA Membership Secretary together with a Summary list by club and a single cheque to cover ESMBA affiliation. This should be done on a CD if possible or by Email.
- Pass a copy of the Registration Check list to the PWA Secretary so that the website can be updated.

### **NOVEMBER – AUGUST**

- Receive details of any additional registrations from clubs and update database and Registration Check list.
- If before March 31<sup>st</sup>, issue membership cards as above and send details of all additional members to the ESMBA together with cheque for affiliation with a covering letter.
- After March 31<sup>st</sup> reduced fees are payable, the ESMBA need not be informed and no membership cards are issued.
- Advise PWA Secretary of all additional registrations so Website can be kept up to date.