

Gloucestershire Short Mat Bowling Association

Membership Secretary (association officer)

JOB DESCRIPTION

The Membership Secretary must be a member of a Gloucestershire SMBA registered club.

DUTIES

1. Send out "***Player Registration Forms***" to all registered clubs to reach them by 1st September in every year. This will be a copy of the previous year's form which the clubs will update and return together with the appropriate fees, to the Membership Secretary prior to any league, county or similar match being played by that club.
New clubs will be sent a blank form which will be treated as above.
2. When forms are returned together with the appropriate fees, registration cards will be issued by the Membership Secretary to clubs along with a "***New Membership Application Form***".
3. Copies of returned forms will be sent to:
 - a) League Secretary
 - b) County Captains
 - c) Competitions Secretary
4. All fees will be sent to the County Treasurer together with numbers of registered players from each club.
5. Initially one cheque will be issued by the County Treasurer which the Membership Secretary will forward to the ESMBA Membership Secretary together with copies of each club "Player Registration Form".
From time to time additional new member registrations and their fees will be sent to the ESMBA Membership Secretary.
6. When "***New Membership Applications***" are received they will be dealt with as above.
7. To attend and report at the county committee meetings and AGM.

Skills required

1. Computer literacy (recommended)
2. Good communication skills
3. Good admin skills