



Young Rugby Union Football Club Inc.

ABN 32 158 095 763
PO BOX 330, YOUNG NSW 2594

POSITION DESCRIPTION 2015 YOUNG RUGBY CLUB COMMITTEE

MEMBERSHIP SECRETARY

A community club is nothing without its members. That's why the role of Membership Secretary is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves. Your work will help the club prosper for years to come.

You'll need to be:

- Well-organised
- Friendly and approachable – you'll be key contact for our members.
- Have good attention to detail
- Good with databases (xls) and data storage systems (i-cloud)
- Full of bright ideas to attract new membership
- IT literate

What you'll do:

- Manage everything to do with memberships, including types, subscriptions, renewals and income
- Take the lead on promoting new membership
- Keep the membership database up-to-date
- Ensure membership fees are paid and records kept
- Create and deliver a plan for recruiting new members, with the support of a team recruitment officers for a larger club

How much time it will take up:

Around 3-4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with one thing in common – loyalty to their local rugby club. It's a socially rewarding post to hold. Encouraging support helps bring the community and area together, ultimately making it a nicer place to live.