



# HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

## Membership Secretary Role Description

### All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

### Attributes Required for the Role

- Confidence with the basic management of data using spreadsheets and preparing letters and forms using word processing software

### Specific Responsibilities

- Maintaining and issuing annual registration / entry forms to clubs for club registration, player registration and winter league entry
- Issuing player registration lists and membership cards to clubs
- Collating and maintaining records of club and player registrations and reporting details as appropriate to the management committee and the ESMBA
- Acting as primary point of contact between the Association and the ESMBA in matters pertaining to club and player registration
- Maintaining the Club Details sheet, ensuring that information is comprehensively updated at the beginning of each season, and additionally whenever changes are advised by clubs, and circulated to management committee members
- Liaising with the League Secretary regarding league entries and league team contact details
- Liaising with the Treasurer to ensure that registration fees are collected and paid over as appropriate to the ESMBA