



LBT Volunteer Job Description
Title: Membership Secretary

Current holder:	See Organisational Chart
Contact e-mail address	Membership.secretary@lbt.org.uk
Type of volunteering	To act as Membership Secretary for LBT.
Main purpose of volunteering	To be responsible for the renewal of membership policies within the club and advise the LBT committee. To collate normal operating procedures and to conduct an annual review of same. To provide information for prospective members.
Responsible to	The LBT committee
Competencies / experience required	Knowledge of online membership system. Ability to deal appropriately with enquiries if and when they arise.
Commitment required	Presence at committee meetings, plus responsibility of dealing with any issues that arise. Ensuring members have paid membership fees, issuing membership cards, responding to membership/joining queries and storing confidential data.
Benefits to self	The experience of working on a club committee and ensuring that LBT membership is well organised.
Benefits to community	Ready access to information about LBT and triathlon in general.
Support received from:	The LBT committee and the Regional Development Officer. Training opportunities will be available to help the person/s fulfil this role.
Is this volunteer opportunity open to disabled persons?	Yes.