

## **Membership Secretary**

### **1. Purpose**

The core purpose of the Membership Secretary is to manage the ongoing registration of members with the Referees' Association.

### **2. Duties**

The main duties of the Membership Secretary include:

- Maintaining the Society's membership records;
- Identifying those due for RA/FA awards and notifying the Committee;
- Co-ordinating the annual membership renewal;
- Arranging for the prompt registration of members with the Referees' Association; and
- Liaising with the Retention Officer regarding those who have not re-registered;

This list is not exhaustive and the Membership Secretary may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

### **3. Accountabilities**

The Assistant Secretary will, again, be ultimately responsible to the Membership of the Society.

On a day to day basis they are is accountable to the Secretary, Officers and other members of the Society Committee.

### **4. Working relationships**

The Membership Secretary will work with a number of other Society Officers (Secretary, Treasurer, Training Officer, Retentions Officer, Mentoring Co-ordinator etc).

### **5. Other notes**

The position of Membership Secretary is a good grounding for someone to meet and work with Society members. The knowledge and experience hopefully gained should enable the individual to take on other roles within Society.