

JOB DESCRIPTION

MEMBERSHIP SECRETARY

Facilitate application to join LC SLGA and renew membership annually. Attend the AGM and committee meetings chaired by the Captain. Liaise with other members of the committee.

Cross reference the two computer systems, Puma Seniors and ClubV1.

Send out Annual Bill

Check Bank Account for Payments and renew membership. (This is done all through the year for late payments).

Facilitate new membership application.

Send out Annual Audit to Club Representative.

Admin responsibilities with the LC SLGA Website re Membership.

Use and checking email with VisionICT (forward emails to other committee members as needed)

Signatory for Bank Account