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| **Panthers Elite Netball**  **Membership Secretary** | |
| **ROLE SUMMARY:** | To be a member of the Panthers Elite Netball Club Committee (PENCC).  Be responsible and co-ordinate all enquiries, trialists, new members and membership renewals on behalf of Panthers netball club.  No policy decision may be taken until approval received from the Committee. |
| **ESTIMATED HOURS:** | 4 - 6 hours per month, increasing over the summer months (Jul & Aug) following membership renewals |
| **KEY TASKS:** | * Respond to all new joiner enquiries. * Co-ordinate trials with coaches and communicate with trialist’s parents. * Manage joining process from trial through to S/O set up. * Ensure the members spreadsheet is kept up to date (leavers, joiners, trialists) * Update Welcome Pack as and when required. * Communicate new joiner details to team managers. * Support Fixtures Secretary and Engage Coordinator with annual England Netball affiliations, ensuring all club members have an active affiliation. * Update PENCC on membership status * Attend PENCC meetings |
| **KNOWLEDGE & SKILLS** | * Attention to detail * Knowledge of Excel * Good interpersonal skills * Good organisational skills * Good communication skills * Have access to email & laptop / computer * Member of England Netball essential |