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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
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| **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
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