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## Appendix 4.1.06 : Job Description ~ Membership Secretary

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Holding aloft a trophy, simply couldn't happen without you.

You'll be the keeper of the official information about our player registration so our best players will be eligible to take part in League, Cup, Shield, Vase, Trophy and Festival Competitions.

Ideally, you'll need to be:

- Well-organised
- Careful and methodical
- Able to communicate with all users of the rugby club
- Be discreet in negotiating special rates in special cases
- IT literate

What you'll do:

- Manage on-line registration (and de-registration) using the RFU RugbyFirst game-wide database.
- Provide rugby committee and team captains with up to date membership details.
- Maintain the list of players with "effective registration" for the purposes of League and Cup, Shield, Vase, Trophy competitions.
- Encourage all users of the rugby club facilities to become playing or social members.
- Create membership cards for members.

How much time it will take up:

- Around 1-2 hours a week

What you'll get out of it:

- You'll have the satisfaction of maintaining the reputation of our club. Thanks to you we'll have the best chance of winning by ensuring we can select our best players and won't have points deducted for a technicality.