

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

RESPONSIBLE TO: General Committee

SKILLS REQUIRED:

- 1 Administration
- 2 Book-Keeping
- 3 Tact and Discretion

MAIN DUTIES

- 1) Collect and record annual subscriptions and fees
- 2) Record all members' names, addresses, D.O.B etc
- 3) Issue membership cards to each member
- 4) Record all payments for subscriptions, equipment etc and pass to the president.
- 5) To follow & Promote the ASA Child Protection & Code of Ethics policies
- 6) Attend sub committee meetings.
- 7) Liase with Hon secretary.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____