

CREWE AND NANTWICH RAMBLING CLUB.

POST DESCRIPTION FOR MEMBERSHIP SECRETARY.

The Membership Secretary of the Crewe and Nantwich Rambling Club is responsible for the coordination of all Membership requirements for the club.

This coordination includes but is not restricted to the following:

Dealing with all enquiries from potential new members who are interested in joining the club.

Provision of Joining Forms with full information on what equipment, food and drinks etc. they will need to bring on the walks.

Information on coach pick up points and times.

Date of the next walk and the location of the walk.

Enquire if they have any health problems we need to know about.

When the Joining Form is received, give the new member their Membership Card and a current Walk Program.

Make the new member feel welcome and on their first walk and check how they are through the day.

Maintaining an up to date Membership List of all fully paid up members complete with postal address, phone numbers and e mail address for each member.

Coordinating with the Club Treasurer to ensure only fully paid up members are on the Membership List.

Distribution the club News Letter to members who are not on e mail by hand and post as required.