



Membership Secretary's Responsibilities

- Maintain an accurate Vale CC membership database which is password protected.
- Track membership payment of annual subscriptions
- Be the recipient of new club application forms via dedicated club email.
- Capture data for 'friends' and 'sponsors' of the club .
- Update club colleagues, as required, with membership information e.g selection committee, junior coaches, captains and welfare officer.
- Support annual request for gift aid from HRMC