

AC Delco Committee

Issue Date: 1st July 2025

Membership Secretary

Tasks

1. Ensure the Club is run and managed in accordance with its constitution.
2. Reply to enquiries re membership with latest update of form and information
- 3 Receive completed membership applications and alongside Treasurer, ensure correct fees have been paid. Send email details to Treasurer for receipts to be sent
4. Enter details on Sport 80 (except Associate and Social Non Shooting members) and generate an invoice to pay AGB.
5. Complete the Hampshire Archery Association spreadsheet with member details for HAA and SCAS fees and forward to Treasurer for payment to HAA
6. Enter members' details on the Club Membership Spreadsheet and together with the Secretary and Treasurer, ensure that this is accurate and up to date.
7. Liaise with Coaching Co-ordinator re distribution of New Member tags, and once signed off as safe to shoot, the swap to full membership tags.
8. Organise new colour membership tags are ordered in good time each year
9. Welcome new members into the Members into the club FB group. Ensure this group remains for members only, removing members who have left
10. Arrange for annual renewal emails to be sent to all current members at the beginning of August, for payment by 31st August.
 - Collate and enter AGB renewals (whilst still an option with Sport 80)
 - Edit Membership Spreadsheet
 - Co-ordinate distribution of new Membership tags
 - Thank non-renewing members for their time with us
11. Monitor renewals for those members who joined at different times of the year
12. Liaise with Coaching Co-ordinator to arrange assessment shoots for Associate member applications, and those returning to archery after a break. Once passed, complete membership steps as above
13. Monitor club membership numbers and bring to committee for discussion once limit hit.
14. Keep the Membership Booklet updated and send out to members

15. Keep membership form updated with new information and fees/pro rata dates agreed by the committee

16. Act as liaison point between members and the committee