

## **AC Delco Committee**

Role description:

### **Membership Secretary**

1. Ensure the Club is run and managed in accordance with its constitution.
2. Receive completed membership applications and make sure fees are paid.
3. Enter details on Sport 80 (except Associate and Social Non Shooting members) and generate an invoice to pay AGB.
4. Complete the Hampshire Archery Association spreadsheet with member details for HAA and SCAS fees and arrange for payment to HAA Treasurer.
5. Enter members' details on the Club Membership Excel spreadsheet and make sure this is accurate and up-to-date.
6. Arrange for annual renewal emails to be sent to all members at the beginning of August for payment by 31st August. Enter renewals on Sport 80 from 1st September and AGB to be paid by 30th September.
7. Collect details for new archers wishing to enrol on the AC Delco Bowmen Beginners Course and pass these to the coaching co-ordinator.
8. Inform the Coaching Co-ordinator of archers wishing to join the Club if they have not completed an AC Delco Bowmen Beginners course within the past year.

07 November 2022