



# CAMBRIDGE CYCLING CLUB

For Recreational And Racing Cyclists



## **ROLE DEFINITION**

### **Job Role**

Honorary Membership Secretary

### **Principal Objective**

To provide an efficient membership service to Club members

### **Duties and responsibilities**

- Respond promptly to membership enquiries from 3<sup>rd</sup> parties
- Promptly acknowledge applications for membership
- Promptly process membership renewals
- Regularly make available to the Committee the latest list of members

### **Attributes**

- Enthusiasm
- Methodical
- Attention to detail