



The Fell Runners Association

Job Description: Membership Secretary

Role	The Membership Secretary is responsible for managing the FRA's membership database and is the primary point of contact for membership-related enquiries from other committee members and from existing and prospective FRA members.
Main purposes of the role	<ol style="list-style-type: none"> 1. To oversee and manage the FRA's membership database (held on SiEntries) and member records, liaise with SiEntries and ensure that all memberships are paid up and validated. 2. To act as a point of contact for FRA members and non-members who have queries about FRA membership. 3. To ensure that the English and British Fell Championship results accurately reflect athlete eligibility. 4. To supply mailing data, e.g. to publishers of the FRA Handbook and Fellrunner. 5. To provide a direct link between the FRA and England Athletics Membership Services.
Key tasks	<ol style="list-style-type: none"> 1. Download the FRA's membership database from SiEntries regularly and provide reports when required, e.g. for committee meetings and each Fellrunner edition. 2. Prepare and distribute renewal information each November and chase those who have not renewed (between December and April). 3. Receive and bank cheques (about ten per year) and occasionally take payments by other means such as credit/debit card, and make manual adjustments to SiEntries as required. 4. Handle membership enquiries via the associated FRA email account and make changes on SiEntries when members are unable to make the changes themselves. 5. Manage family memberships and handle cases where children cease to be eligible for such, and offer honorary membership each year to over-85s. 6. Arrange for postage of FRA Handbooks and Fellrunner magazines, including printing of labels, and liaise with publishers and printers as necessary. 7. Assist the FRA's Liaison Officer to Athletics Bodies in liaising with Membership Services at England Athletics regarding the status of FRA members with dual club membership. 8. Liaise with the FRA's Senior and Junior statisticians regarding eligibility for Championships. 9. Occasionally provide an FRA presence at races and display the FRA banner and/or flag with the aim of encouraging more active fell runners to join the FRA.
Required skills and facilities	<ol style="list-style-type: none"> 1. Sufficient IT competency to allow for interaction with SiEntries and for the carrying out of database searches and occasional data analysis tasks (normally using Microsoft Excel). 2. Excellent communication skills and the ability to respond to membership-related queries promptly (under normal circumstances). 3. Extreme discretion (e.g. with personal data) and a layman's understanding of data protection laws and when to ask for advice on these from the FRA's GDPR officer (the Secretary).
Required liaison	<ol style="list-style-type: none"> 1. SiEntries (as of 2019, Martin Stone and Mark Hawker) regarding the membership system and database. 2. The FRA Liaison Officer to Athletics Bodies and occasionally England Athletics or UK Athletics, for athlete eligibility purposes. 3. The Senior and Junior FRA statisticians, regarding eligibility for Championship races. 4. Other FRA Committee members when required, e.g. the Secretary for disciplinary matters. 5. FRA members (and prospective members) and families. 6. Occasionally, publishers and printers.