**JOB DESCRIPTION: REGISTRATION SECRETARY, WELSH CHESS UNION**

**Title:** Registration Secretary (or Membership Secretary)

**Reporting to:** Members of the WCU (at AGM) and Management Board (reporting function only)

**Appointed by**: Elected at AGM by members of the WCU.

**Duties and responsibilities:**

* Before the commencement of each season (1 September) to issue to each Zone Secretary (or Membership Secretary if appointed) a list of current WCU members in that zone, sorted by individual club.
* To receive from the Zone (or Zone Membership) Secretaries an itemised list of all paying members for the current season.
* To agree with the Zone (or Zone Membership) Secretary the value of registration fees payable for the ensuing season, and to ensure such fees are properly and timely paid to the WCU.
* To update the WCU Membership database (or Excel records) with current members, checking for duplicate registrations
* To maintain a historic record of membership identifying members by their unique WCU id.
* To provide ad hoc reports on membership to the WCU Management Board when requested.
* To publish on the WCU website up to date lists of current members, and to provide periodic copies and updates to the Home, International and Junior Directors of the WCU.
* During the season, to receive from the zones information on new and late paying members, and to update WCU membership records as appropriate.
* To liaise with and provide relevant data to the WCU Direct Membership Secretary for past and current direct members
* To observe rules and ensure WCU compliance with GDPR regulations on all membership matters.

**Qualities / experience:**

* A basic knowledge of Excel or similar spreadsheets
* The means to contact zones and others by email or post as appropriate.

**Remuneration:**  The work is voluntary, but all reasonable expenses incurred will be reimbursed.