**JOB DESCRIPTION: ZONE MEMBERSHIP SECRETARY**

**Title:** Zone Membership Secretary

**Reporting to:** Zone Secretary or Treasurer; WCU Registration Secretary

**Appointed by**: Zone Executive Committee / Management Board

**Duties and responsibilities:**

* Before the commencement of each season (1 September) to receive from the WCU Registration Secretary a list of current WCU members in that zone, sorted by individual club. This is normally in Excel or similar format.
* To issue each club secretary a list of current WCU members of that club, and to advise of current membership fees for zone and WCU.
* To receive from the clubs an itemised list of all paying members for the current season.
* To agree with the Club Secretary the value of registration fees payable for the ensuing season, including both zonal and WCU fees, and to ensure such fees are properly and timely paid to the zone.
* To collate club membership lists for the zone into one spreadsheet, and to submit that spreadsheet to the WCU Registration Secretary in accordance with WCU rules and timetable.
* To liaise with the Zone Treasurer and to ensure that WCU fees are paid promptly to the WCU.
* During the season, to receive from the clubs information on new and late paying members, and to pass this information (and any relevant fees) to the WCU Registration Secretary.
* During the season, to compare membership lists with game records (or rating lists) to ensure all players have registered with one and WCU.
* To observe rules and ensure Zone compliance with GDPR regulations on all membership matters.

**Qualities / experience:**

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

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