

# The Fell Runners Association

## Job Description: Membership Secretary

<b>Role</b>	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.
<b>Main purposes of role</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To act as a point of contact for FRA members and non-members who have queries about FRA membership.</li> <li>3. To ensure that the English and British Fell Championship results accurately reflect athlete eligibility.</li> <li>4. To supply mailing data, e.g. to publishers of the FRA Handbook and <i>Fellrunner</i>.</li> <li>5. To provide a direct link between the FRA and England Athletics Membership Services.</li> </ol>
<b>Key tasks</b>	<ol style="list-style-type: none"> <li>1. Download the FRA's membership database from SiEntries regularly and provide reports when required, e.g. for committee meetings and each <i>Fellrunner</i> edition.</li> <li>2. Prepare and distribute renewal information each November and chase those who have not renewed (between December and April).</li> <li>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.</li> <li>4. Handle membership enquiries via the associated FRA email account and make changes on SiEntries when members are unable to make the changes themselves.</li> <li>5. Manage family memberships and handle cases where children cease to be eligible for such, and offer honorary membership each year to over-85s.</li> <li>6. Arrange for postage of FRA Handbooks and <i>Fellrunner</i> magazines, including printing of labels, and liaise with publishers and printers as necessary.</li> <li>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.</li> <li>8. Liaise with the FRA's Senior and Junior statisticians regarding eligibility for Championships.</li> <li>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.</li> </ol>
<b>Required skills and facilities</b>	<ol style="list-style-type: none"> <li>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).</li> <li>2. Excellent communication skills and the ability to respond to membership-related queries promptly (under normal circumstances).</li> <li>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).</li> </ol>
<b>Required liaison</b>	<ol style="list-style-type: none"> <li>1. SiEntries (as of 2019, Martin Stone and Mark Hawker) regarding the membership system and database.</li> <li>2. The FRA Liaison Officer to Athletics Bodies and occasionally England Athletics or UK Athletics, for athlete eligibility purposes.</li> <li>3. The Senior and Junior FRA statisticians, regarding eligibility for Championship races.</li> <li>4. Other FRA Committee members when required, e.g. the Secretary for disciplinary matters.</li> <li>5. FRA members (and prospective members) and families.</li> <li>6. Occasionally, publishers and printers.</li> </ol>