

Job Description for BTRDA Membership Secretary

Overview

Maintain and update the membership database of the British Trial and Rally Drivers Association Ltd and administer registrations for the different championships of the BTRDA Ltd.

Report to : TBA

Skills

General office skills will be required to deal with manual application forms, the receipt and banking of cheques and preparing reports for Council Meetings.

Computer skills and a good knowledge of MS Word, Excel spreadsheets and emails will be needed, along with the ability to interact with BTRDA members and members of the public by phone, email and letter.

Duties

1. Receive the paper membership forms, enter into database, print membership cards and post to members within two weeks of receipt.
2. Print membership cards and post to members for those who enter on-line within two weeks of receipt.
3. Pay monies received into the BTRDA bank account and send a monthly analysis of money received for BTRDA membership and Registrations for each championship to Tim Beard (treasurer).
4. Provide assistance by email and phone to those who have problems with on-line membership entry and be proactive with faults observed.
5. Assist the Forest Rally Championship Committee by attending signing on at the first, and possibly second, rounds and entering the information received on the day in readiness for the rally results team.
6. Assist the Asphalt Rally Championship Committee by attending signing on at the first, and possibly second, rounds and entering the information received on the day in readiness for the rally results team.
7. Produce reports of the membership and championship registrations and statistics to the Council of BTRDA Ltd for each of their meetings. It is preferable to attend each of the meetings to answer any queries and to be aware of any forthcoming changes.
8. Produce an article to include numbers of championship registrations for each issue of BTRDA News.
9. Liaise with the printers of BTRDA News regarding the number of copies required and produce a mailing list for them. At present this is 4 times per year.
10. Train any new Championship Administrators on how to download their particular championship information and set up any passwords for them.
11. Generate and provide the information required for, and facilitate the use of, the shop facilities within the on-line system.
12. Liaise with the originator of the database (Tynemouth Computer Services, in particular David James) regarding the yearly updates required.
13. Chase the various Championship Secretaries to ensure their championship details are complete by the 1 December for the following championship year and are available on one of the BTRDA websites.
14. Other ad hoc duties as requested by either of the Boards of Directors.