

GUILDFORD ORIENTEERS

JOB DESCRIPTION: MEMBERSHIP SECRETARY

Responsible to: Club Management Committee.

MAIN DUTIES

1. Maintain a database of members.
2. Make membership information available to organisers of club activities.
3. Recruit and enrol new members to GO and to BOF.
4. Membership renewals for GO local members.
5. Sell POC maps and send POC certificates.