****

|  |  |
| --- | --- |
| **Role** | ENgage Lead/ Membership Secretary |
| **Committee Status** | Non – Committee Role |
| **Responsible to** | GNC Chair Person |
| **Working with** | 1. Club members regarding any membership queries 2. GNC Chair Person regarding membership issues |

**Roles & Responsibilities:**

1. Monitor the GNC membership email account and respond/action communication in a timely manner.
2. Provide ENgage technical support and guidance for club members/ parents and signpost to EN support team where appropriate.
3. Manage and understand membership data and be able to provide reports on request to committee members.
4. Add/amend GNC membership packages on ENgage at the beginning of each season.
5. Ensure that all club members have purchased the correct membership.
6. Liaise with the Treasurer to ensure that ENgage payments are correct.
7. Liaise with club members to ensure all necessary details are uploaded onto Engage.
8. Be the first point of contact for all membership queries.
9. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
10. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.