

# HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

## Terms of Reference 21

Approved 12 July, 2012

Reviewed May 2020



## MEMBERSHIP SECRETARY

### 2101 Purpose

The purpose of the Membership Secretary is to maintain records of those people who have joined the Union as an Associate, as defined by Rule 14 and Regulation 21. This role is done by the County Office.

### 2102 Accountability

The Membership Secretary is accountable to the Chairman of the Finance Committee.

### 2103 Authority

The Membership Secretary is authorized to

- 1 communicate with all Associates.
- 2 approve applications to become an Associate

### 2104 Tasks

- 1 To maintain the data-base of addresses, telephone numbers and electronic mail addresses of all Associates.
- 2 To record revenue receipts from Associates by examining all bank statements for standing orders received.
- 3 To submit detailed monthly records of subscriptions and donations received either directly or by the bank, to the Finance Chairman and Honorary Treasurer.
- 4 To assist in the distribution to Associates of the Annual Handbook each August/September, the Annual Report and Ticket Information Sheet each June/July and such other communications which might be necessary.