



Sussex Pétanque Association

SXP Elected Officers

SXP Membership Secretary

Job Description

- To receive and process EPA membership applications in a timely fashion
- To liaise with the EPA National Membership Secretary, Club contacts and individual members to ensure smooth membership application processes
- To monitor and assist with Club registration applications
- To receive EPA membership licences from the EPA and follow up any missing licences
- To distribute EPA membership licences to Club Contacts or to individual members in a timely fashion
- To submit monies received to the SXP Treasurer and keep accurate records
- To send the cheques to the EPA National Membership Secretary with monthly membership returns
- To maintain an up to date list of membership numbers at Regional, Club and Independent level and provide reports of membership at SXP MC meetings
- To provide the SXP Playing Officer with list of SXP members for each SXP event
- To attend SXP MC meetings
- To provide a report at the SXP AGM
- To undertake other duties that may be needed for the benefit of SXP
- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

Skills

- Computer literacy, including use of spreadsheets and databases
- Access to the internet and use of e-mail
- Communication and organisational skills