BMAF Membership Support Role Outline

Role Overview

The purpose of this role is to lead and manage the Membership System via OpenTrack.

The role is appointed annually and will work as part of the IT Team.

Anticipated Time Commitment:

1 hour per week (peaking around national championships etc) on average.

Role Description: (this is indicative only)

- Ensuring the system is working properly and troubleshooting any issues.
- Supporting area club Membership Secretaries if needed e.g. resolving access issues.
- Producing membership statistics/data reports from the system.
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Qualifications:

This role would suit someone with:

- Good IT skills
- Good administrative skills
- Good interpersonal skills
- Some familiarisation with OpenTrack, although full training can be given.