

## **CHESS SCOTLAND (CS) MEMBERSHIP SECRETARY (MS) JOB DESCRIPTION**

### **BACKGROUND**

The purpose of this document is to give information as to what the MS role entails; in summary it is largely a matter of record keeping.

There is a more detailed document setting out the various computer files currently used to perform the role but there is so much scope for a MS to arrange these matters in a different way that there is little point in adding the more detailed document to this high level summary.

The role is explained under a series of headings but the first issue is perhaps the required skills set.

### **SKILLS**

It is self-evident that, from the outset, a MS would need to be already a comfortable PC user. Familiarity with products such as Excel, Word and/or a database product such as Access would be essential. As it happens, the current MS is an Excel user and only uses Access where it is unavoidable but this is purely a matter of personal preference.

Updating web pages involves the use of html but this is a straightforward matter (largely automated by using Excel currently).

### **MEMBERSHIP**

1. Maintain a list of members with details of membership type, renewal date and contact details.
2. Issue membership renewal invitation letters, and, where relevant repeat invitations, through a combination of email, magazine insert and Royal Mail.
3. Receive membership subscriptions paid by cheque and PayPal.
4. Provide the Finance Director with regular reports reconciling moneys received and lodged to the CS bank account.
5. Issue a welcome letter and website password to new members and membership cards to all members when they renew membership.
6. Forward, weekly, an Excel list of members to the Chief Grader together with details of any changes introduced over the course of the preceding week .

### **CLUBS**

7. Update the Google map of Chess Clubs with details of location of club premises and contact details for the club secretaries.
8. Invite renewal of annual membership and obtain details of any insurance required under the CS collective policy.
9. Collect club membership money and provide details to the Finance Director.
10. Collate information from clubs about their participation in inter-club competitions such as the Richardson Cup.

### **CALENDAR**

11. Keep the website calendar up to date.
12. Store entry forms on the website to be available for download.
13. Manage the Google map of Chess Congresses and, separately, Junior Chess Congresses, to assist players to find the venues.

### **INFORMATION**

14. Provide a monthly report of activity and membership statistics to the CS website for members' information.
15. Collate a report for the Annual General Meeting and any Council Meetings.

#### PVG (Child Protection)

16. Maintain records of the various recognised Arbiters, Chess Coaches and Chaperons and keep the website listings up to date.
17. Amend as necessary the various website pages on PVG policy etc.
18. The existing MS is also an Additional Signatory which involves considering and processing applications. The MS submits forms to the authorities in order to apply for PVG membership in name of CS volunteers.

#### PLAYER OF THE YEAR

19. Contact all CS members on email to invite voting for the POY award.
20. Count votes, get the trophy engraved and announce the winner.

#### GRAND PRIX

21. Arrange distribution of the GP prizes.

#### GRADING LIST

22. Take payment for and issue the grading lists booklet.

#### WEBSITE PAGES

23. Keep various website pages such as membership rates up to date.

#### SCOTTISH CHAMPIONSHIPS

24. The existing MS acted as Entries Secretary for the Scottish Championships but this could be undertaken by a different person, not an essential component of the MS role..

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