

# Job Description



**THE KENNEL CLUB**

*Making a difference for dogs*

**Job Title: Membership Secretary**

**Department: Membership**

**Responsible to: Kennel Club Secretary**

**Job Purpose: Maintain full register of KC Members and Associates, work with Club Team to promote use of Club facilities.**

## 1. PURPOSE OF JOB AND PRIMARY OBJECTIVES

- i. Maintain full register of KC members and associates
- ii. Develop and administer all membership and associateship matters
- iii. Be the main contact for KC members and associates
- iv. Work with Club Team to promote use of club facilities

## 2. MAIN DUTIES

- i. Administer and process applications for all stages of the KC membership.
- ii. Administer and process applications for all stages of Associate membership.
- iii. Co-ordinate all aspects of introductions to the KC Election Panel.
- iv. Administer the following functions in their entirety:
  - AGM
  - SGM.
- v. Liaise with publications manager and co-ordinate updates to Year Book and Stud Book.
- vi. Send reminders for subscriptions for the respective month/year. Update system and liaise with finance accordingly.
- vii. Contribute to further development of membership and associateship.
- viii. Maintain members and associates areas of website.
- ix. Maintain email lists for all members and associates and send emails as appropriate.
- x. Administer the process of election of Honorary Life Members and Honorary Members.
- xi. Maintain supply of KC members' merchandise and the same for associates.



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