

# EXCEL, DEADLINES AND THOSE BREAK THROUGH MOMENTS



Cara Goddard is a member of Saffron Walden & District RC and is also the Membership Secretary for the club. Here is what she had to say about the role.

## WHO ARE THEY?



As the membership secretary I am responsible for processing all membership applications to the club. As a membership application comes in I upload each member's information onto the membership spreadsheet and send it to BRC password protected. I also hold an electronic copy of all membership forms for the current year.

## IMPORTANT PEOPLE

I like to think it is an important role (who doesn't like to feel important?) there would be no club without members and so someone has got to be responsible for collating this information. I think the most important part of the role is ensuring the new members are sent off and accepted by BRC in time for qualifiers or championships.



## JANUARY BLUES

On average I spend maybe 10 minutes a week during the quiet months on membership secretary duties. January is probably the busiest month as everyone needs to renew their membership so I would have lots of people to process each week and it would probably take me up to 30 minutes a week. This is offset by September, October and November as there is very little to do during these months.

## ALL YOU NEED

All I really need is a computer with excel and access to the internet. All our membership has to be processed using our online payment system and membership forms are emailed so it is very easy to keep on top of.



## TEAM WORK MAKES THE DREAM WORK

I work closely with the team managers mainly, but also anyone organising a clinic or event for the club.

## DON'T STOP BELIEVING

I'd like to say one of the famous horses of our time but the truth is I love riding my own horses and would pick them over any other. I love those breakthrough moments when something they have been struggling with clicks and the feeling that gives when everything we have been working on all comes together.



## Why Volunteer for BRC

One of the best ways to make new friends and strengthen existing relationships is to commit to a shared activity together. Volunteering is a great way to meet new people, especially if you are new to an area or club.

## Get Involved

If you want to get involved with volunteering, here's what you can do:

- Get in contact with your local club to see what's on
- Contact BRC HQ on [jennie.pallett@bhs.org.uk](mailto:jennie.pallett@bhs.org.uk) to see what roles we have available at our championships.