

MEMBERSHIP SECRETARY

Skills

- A good working knowledge of the Swimming Club
- A sound understanding of risk and issue management
- Approachable
- Good listener
- Good communication skills
- Good organisational and administrative skills
- DBS clearance (Essential)
- Safeguarding and Protecting Children CPD (Essential)
- Time to Listen CPD (Desirable)
- Team Manager CPD (Desirable)
- Fully conversant with Microsoft Office or similar products

Main Duties

- Maintain accurate records of all membership on the Swim Club Management System
- In conjunction with the treasurer notify club members of the renewal date for the annual subscription
- Liaise with Squad and swimming group representatives in the collection of Amateur Swimming Association (ASA) registration fees
- Ensure that all relevant swimmers and volunteers are registered with ASA
- In conjunction with Squad / Group Representatives, ensure new members have:
 - Accurately completed and submitted a Club membership form
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 - Signed and returned the relevant Club code of conduct
 - Have access to up to date access to Club membership information
 - Are aware of the club constitution and know how to access its content
 - Are aware of how to contact members of the Executive or Club committee
- Advise, where appropriate the coaching staff of relevant swimmers' medical information

- Work in conjunction with the Chairperson and Head Coach in delivering an induction to all new members
- Monitor all planned swimmer movements between groups
- Manage the initial stages of any request for hardship payment reductions, liaising with Club Treasurer as required

Commitment

This is an important role which requires an ongoing commitment to ensuring all responsibilities are carried out efficiently and accurately. There is an obvious spike in the required commitment at the designated time for ASA registration renewals which requires additional commitment

Benefits to Self

- Clear satisfaction in knowing that all membership requirements are carried out efficiently and effectively