



## Membership Secretary

### ROLE

The Membership Secretary club is responsible for ensuring ASA membership records are updated annually and payments received.

### SKILLS

- Experience of online registration systems
- Record maintenance
- Reliable and honest

### MAIN DUTIES

- To ensure that club membership records are up to date at all times. Present new forms for completion annually
- Register all new members to the club, ensuring that membership forms are completed correctly
- Ensure new membership details are added to club records
- Act as a focal point for all swimmers and parents answering any questions they may have about their membership of the club
- Collect Annual Club Membership fee and pass monies to Treasurer
- Renew ASA memberships annually, collecting fees to pass to treasurer
- Follow up any unpaid fees in association with treasurer

### COMMITMENT

Main focus of work January-March to administer annual renewals with a small commitment ongoing to register new starters.

### BENEFITS TO SELF

Contributing to a well-managed and governed club.