



Congleton Amateur Swimming Club

Membership Secretary Role Description

Role Objectives:

The role of the Membership Secretary is to maintain up to date records of membership and any waiting list and to communicate with individual members where necessary, including those on the waiting list.

Person Specification:

- Knowledge about the structure of the club and how the sessions operate
- A good communicator, and is approachable and clear
- Be able to maintain clear and accurate paper and electronic records in spreadsheet and document (.xlsx and .docx) form
- Have access to the Internet in order to be able to read emails from current and future swimmers

Duties and Responsibilities:

- Maintain up to date membership records (paper & electronic)
- Produce new registers at start of each half-term
- Monitor fee payments & follow up late payments where necessary
- Liaise with swimming teachers to enroll new junior members each half-term, when appropriate, including passing on information about health and disability issues that the swimmer may have
- Contact prospective new members via Club email, sending relevant documents
- Maintain badge & certificate stocks

Role Details:

- This is a voluntary role.

Times, days and location:

- As required by the club

Responsible to:

- The management committee