



## **MEMBERSHIP SECRETARY**

### **Role**

To create and maintain membership records and liaise with the ASA and other bodies on membership matters

### **Main Duties**

- Maintain a register of club members in accordance with policy laid down by the club committee
- Meet obligations under Data Protection legislation
- Provide a quarterly updated list of swimmers with emergency contact details including any medical details as appropriate to the coaching team, Open Meets Co-ordinator and relevant parent Squad Co-ordinators
- Provide relevant club swimmer registration lists to external League Managers promptly as requested; also provide the Head Coach and the relevant League Team Co-ordinator with a similar list with additional emergency contact numbers and any relevant medical details (these will be destroyed and/or deleted when the annual league fixtures have been completed)
- Supply a Gala File (which will include emergency and medical details for the swimmers involved) to the relevant Team Co-ordinator prior to each gala/Open Meet.
- Supply analysis of membership to the Committee as might be required to meet club policies (such as monitoring the equity policy)
- Oversee the process of members registration with the ASA in conjunction with the Chairperson and parent Squad Co-ordinators (Membership packs) and to report to the Committee on progress or on matters requiring attention
- Provide details of qualifications, positions held etc, as may be required for the smooth running of the club (e.g. lists of qualified officials, coaching team qualifications for SWIM 21 accreditation)

Please see the club website for links to resources to help you carry out your role.

**All volunteers are expected to uphold club policies, especially the child protection policy**