

Membership Secretary

Purpose: To be responsible for the Annual Membership for the Club and SASA

Main Functions and Duties

- To update Membership forms regarding payments
- To make available Membership forms at the Club table, on the Club's Facebook page or via Team Unify
- To collect all Membership forms
- To complete SASA membership by using Azolve
- To ensure any Club transfer paperwork is completed
- To have access to squad lists to ensure that all swimmers are members

Skills and Attributes

- Good organisation and communication skills
- Enthusiastic
- Reliable and trustworthy
- Team player

Requirements

- To liaise with the Club Secretary
- To liaise with the Coaching Coordinator
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

Training and Support

- Support of the Club Committee

Time Commitment

- Very hectic at the time of membership renewal