



**Kettering Amateur Swimming Club** relies on volunteers for the smooth and effective running of the Club on behalf of its 240 members. We are governed by committee, led by our Chair who is supported by a volunteer structure. Our volunteers also have access to as much support from Swim England as required (formerly the Amateur Swimming Association). There are a number of ways you can support the club by volunteering some of your time. We are currently looking for volunteers to fill the following:

## **Membership Secretary**

### Introduction

Kettering Amateur Swimming Club is looking for a Membership Secretary, which is the key link between the Club and the Swim England membership team. They look after the day to day registration of all club members with Swim England.

### Who we are looking for?

- You will be enthusiastic with experience engaging with a wide range of people and dealing with multiple queries.
- You will be an excellent communicator with communication and IT skills.
- You will have good administration skills, including word processing and database management.
- You will have excellent organisational skills.

### What is expected from you?

- To act as a main point of contact for all club member registrations.
- To maintain up-to-date information and contact details of all club members, updating and changes to membership throughout the year.
- Manage the club's annual subscription and membership renewal process, ensuring membership fees are paid on time.

### Level of commitment required

This will vary but will include ongoing membership responsibilities. The role will be periodical, with more time in particular during the membership renewal period.

### What support can you expect from KASC?

- Support and Training from existing Committee members

### What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers
- Access and support from the Swim England membership team.

### What will you gain from the experience?

This is a key and central role for which the success and impact on the Club will be determined by your own motivation and enthusiasm. As well as your ability to manage the Club's membership and subscription processes, it is an opportunity to take on a new challenge and enhance the experience of all new and existing Club members