



MEMBERSHIP SECRETARY

Role

To act as focal point within the club for all Membership matters.

Skills

- High level of IT skills, especially database software and knowledge
 - Ability to handle data efficiently and in a secure manner
 - Good organisational and project management skills
 - Be personable and approachable
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Main duties

- To respond to enquiries about membership and direct the application process
 - To receive and process all membership applications
 - To manage the Club membership database on an ongoing basis, in liaison with the Swim School Coordinator and coaches
 - To issue and collect annual membership invoices
 - To provide membership data to coaches and the committee as required
 - Liaise with & pay ASA monies as required
 - Ensure all committee and staff adhere to data protection requirements.
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Commitment

Weekly management of the Membership issues
