



MEMBERSHIP SECRETARY Role Descriptor

PURPOSE

To be responsible for administering of all membership details and for the Annual Membership return to Scottish Swimming and quarterly to Midlands District.

MAIN FUNCTIONS AND DUTIES

1. Records

- Have overall responsibility for Azolve on behalf of the club, ensuring member data is regularly updated
- Register any new members with Scottish Swimming within 28 days of joining the club
- Register any new members onto TeamUnify and ensure that they have access to their account details
- Have overall responsibility for TeamUnify Membership records on behalf of the club, ensuring member data is regularly updated and aligned to Azolve
- Annual Renewals – work with Treasurer to collect annual fees and re-register all members online by the 1st April
- Midlands District Returns - work with Treasurer to pay fees and submit membership quarterly returns

2. Communication and correspondence

- Be the first point of contact for all membership enquiries
- Organise trials for new members - advertise trial and manage enquiries, liaise with Head Coach and oversee the trial. Manage transition from successful trialist to member of Club and SASA
- Meet and liaise with all new members to ensure that they are made to feel welcome into the Club
- Liaise with and manage the requirements for any members that wish to transfer or leave the Club
- Act as contact for Scottish Swimming regarding all relevant queries
- Attend committee meetings and give membership reports as required to key club officers.
- Other general administrative duties

3. Constitution, Bye-Laws and Regulations

- Abide by and promote all club policies
- Support the secretary with GDPR guidelines and adhere to these
- Follow and promote Scottish Swimming's Wellbeing and Protection policy



PERTH CITY SWIM CLUB

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Azolve manual
- Support from Scottish Swimming as and when required
- Complete and update any training on Azolve
- Utilise Hive to keep up to date with any updates and improvements