



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Membership Secretary

Role

To maintain the club's membership records dealing with day to day registration of the club members with the ASA, and the annual membership renewal process at the beginning of each year. It involves inputting and submitting registrations and renewals via the online Membership System (OMS) and is the key link between the club and the ASA membership office.

Skills

- Enthusiastic with a good knowledge of the club and its members
- Good links with the TeamBath AS network's Membership Secretaries and ability to build relationships with others, both inside and outside the club
- An excellent communicator, with good verbal and written skills
- Administration skills and confidence using online data entry systems
- Sound organisational skills
- Ability to maintain confidentiality

Main Duties

- Have a good knowledge of all club members- swimmers, coaches, volunteers, committee members and parents
- To act as the main point of contact at the club for all things relating to registration
- Ensure that annual membership renewals are completed on time via the OMS at the beginning of each year- renewing those who are staying with the club, lapsing those who are no longer members and adding new members in the correct membership category
- Updating the OMS throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant forms are sent to the ASA Membership office along with any relevant payment via the club Treasurer
- Ensuring that membership forms are completed correctly and new membership details are added to club records.
- Act as a focal point for all swimmers and parents answering any questions they may have about their membership of the club.
- To report membership numbers, joiners and leavers numbers and issues with membership to the Club committee on a monthly basis.
- To liaise with the facilities provider to ensure access to both pool and land training sessions for appropriate members
- To provide information to other committee members for SWIM21 accreditation and funding regarding membership numbers, ages and squad numbers as appropriate

Commitment

- Ongoing commitment to maintain membership records
- Attendance at monthly committee meetings and network committee meetings

Benefits to Self

Contribution to ensuring a well-managed and an opportunity to make a real difference to the success of your club.

Training requirements

- Current Safeguarding and Protecting Children certificate is desirable