

Bicester Blue Fins

Job Description

Membership Secretary

Skills Required

- Administration
- Book-keeping
- Tact and Discretion

Responsibilities

1. Respond to new enquiry emails and forward to either Lessons or Squads Coordinators and assist with organising new trials if necessary.
2. Request Bicester Blue Fins registration forms from all new members.
3. Register all members who are required by the ASA to be registered, including swimmers, Committee, Coaches and helpers.
4. Record any changes of swimmers (i.e. address change etc.) on registration forms and also forward details to the ASA.
5. Remove registration sheets both for club and ASA when advised swimmer left.
6. Keep asthma and other medical records up to date for all swimmers.
7. Keep records up to date for club helpers/coaches. Obtain completed forms for any new helpers/coaches.
8. ASA membership fee return to be completed and duly returned before 31st March each year.
9. Issue membership cards to each member when issued by ASA.
10. Affiliation to the ASA must also be paid annually to ensure the club is fully affiliated. Liaise with the Treasurer re payment for this.
11. Assist Welfare Officer with DBS checks where necessary.
12. To follow and promote the ASA Child Protection policy.

Signatures:

Officer _____ Date: _____

Chairperson _____ Date: _____