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The Membership Secretary is responsible for all aspects regarding membership of Redhill and Reigate Swimming Club and Swim England.

### Skills

- Approachable
- Good listener and good communicator
- Tactful and discreet
- Proactive
- Microsoft Office skills, particularly Excel
- Mail merge using Word and Outlook

### Main Duties

- Respond to new membership enquiries in a timely manner
- Arrange swim trials for prospective new members
- Ensure all new members complete appropriate documentation when joining the club
- To register new members with Swim England
- To maintain the club database of membership details
- To issue annual membership renewal email to all members
- Complete annual return to Swim England
- To give a membership report to the Committee on a monthly basis and the AGM on an annual basis
- To liaise with coaches and parents on membership issues

### Commitment

Dealing with membership issues as and when they arise.