

Committee Role Description



Role Title: Membership Secretary

Description: The principal function of this role is to oversee all matters associated with membership of the club and with the club's affiliation to the ASA. The Membership Secretary is responsible for the management, maintenance and development of the club's database, which provides the means of storing a range of detailed information relating to the club's membership and reporting on the same.

Duties / Responsibilities:

- To ensure that all information regarding the annual membership renewal process is effectively communicated to all members.
- To ensure all ASA membership returns are completed within the stipulated timescales and all fees due are paid.
- In consultation with the club Treasurer and committee set annual membership fee rates.
- To maintain continuous updating of club's membership database and ASA correspondence regarding changes throughout the year.
- Maintain squad registers and accompanying information and ensure that this information is copied to the club Treasurer as scheduled or requested.
- Maintain club's database in relation to swimmer's achieved times, PB's and club records.
- Ensure details of swimmers with medical needs are passed to the coaches on a need to know basis.

Time Commitment:

- Variable throughout the year but generally continuous as membership records need to be updated regularly. Concentrated period of time commitment required during the annual membership renewals process.

Calendar of events:

- Dec / Jan – Club annual membership renewals process
- Feb / Mar – ASA returns