



JOB/ROLE DESCRIPTION: MEMBERSHIP SECRETARY

Role

To be responsible for all issues regarding membership of Bridport Barracudas Swimming Club.

Skills

- Approachable
- Good listener
- Good communication
- Tactful and discreet
- Database and office skills

Main Duties

- To ensure all new members complete appropriate documentation for membership of the club
- To register new members with the ASA
- To maintain the club database of membership details
- In conjunction with the Treasurer, to issue annual membership renewal letters to all members
- In conjunction with the Treasurer, to check each month that members are paying the correct squad / membership fees by reconciling the club bank statements with the club membership database
- To receive swimming registers from coaches for reconciliation against the club database
- To issue coaches lists giving emergency contact details and health issues for swimmers
- To give a membership report to the Executive Committee as required 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.

Current Post Holder:

David Lohfink (as at 11th September 2011)