



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Membership Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for the collection of annual subscriptions as well as those from swimmer joining mid-year, including chasing up unpaid money, and advising teachers/coaches and others of swimmers' eligibility to swim. To supply reports and other information to appropriate parties as per the Key Tasks below.
- Skills Required:**
- administration
 - record-keeping
 - tact and discretion
 - computer literate
- Time Commitment:** 1-2 hours per week but increasing to 6-8 hours per week at annual renewal date and when new members are taken in on a termly basis

Key Tasks:

1. Ensure that the structure of the membership database is effective
2. Make any upgrades to the database design as necessary or desirable
3. Produce and issue mail merge membership renewal forms in good time for the renewal date
4. Collect and record annual subscriptions and fees and pass to the Treasurer
5. Record and update information eg: members' names, addresses, DoB, emergency details etc
6. Identify medical declarations and send off ASA Medical Forms as appropriate
7. Produce and issue mail merge membership cards
8. Produce member listings complete with medical and other sensitive information on a 'need to know' basis
9. Produce session/lane listings and registers on a termly basis in conjunction with the Session Coaches
10. Produce ASA Registration listings for amendment by Discipline Coaches which are then processed by the ASA Registrations Secretary
11. Produce mail merge labels as required
12. Produce other mail merge reports that might be required from time to time
13. Promote Swim 21 accreditation
14. Ensure the Health and Safety of members at all times
15. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
16. Adhere to and promote the Club's rules, regulations and other policy statements
17. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Membership Secretary:** **Date:**

Chairman:..... **Date:**