

Hillingdon Swimming Club

Role Description

MEMBERSHIP SECRETARY

Role

To manage the administration related to membership of the club and associated fees

Skills

- Good communication skills
 - Administration skills desirable
 - Basic IT skills
 - Well organised and efficient
 - Sound knowledge of the club
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Main Duties

- ❖ Manage the club membership database
 - ❖ ASA matters – registration, asthma, affiliation,
 - ❖ Liaising with Trials Manager re. trials for prospective members
 - ❖ Issue Club Welcome Packs to new members
 - ❖ Manage payment of swimming and membership fees and liaise with Treasurer
 - ❖ Management of changes to squad set-up and times
 - ❖ Liaise between membership and committee
 - ❖ Initial Club contact by telephone/Web site, deal with all enquiries
 - ❖ Correspondence between club and swimmers e.g. withdrawal of membership
 - ❖ Supply committee/coaches with current membership information as required.
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Commitment

Ongoing
