

Chairperson _____ Date: _____

Appendix 3 (g)



Affiliated Club

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

PURPOSE: To keep a data base of members so that club swimming places are filled as quickly as possible

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES:

- 1) Record all attendance and keep on a data base.
- 2) Inform the treasurer if there is a lapse in attendance so that this can be followed up and the place reissued if appropriate.
- 3) Collate membership forms onto database including waiting list.
- 4) Inform parents when place becomes available.
- 5) Liaise with Head coach on vacancies.
- 6) Email out handbook to new starters.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____