



NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

RESPONSIBLE TO: Club Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES

- 1) Collect and record annual subscriptions and fees
- 2) Record all new members names, addresses, D.O.B, medical details etc. on membership database
- 3) Check membership renewal forms for any changes to above
- 4) Provide regular updates to other users of team manager program.
- 5) Record all payments for subscriptions and pass to the treasurer.
- 6) Follow and promote the ASA Child Protection policy
- 7) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____