



## Launceston Swimming Club

### **Job title: Membership secretary**

#### **Job Description**

1. Issue membership renewal forms to all members, Standing Order forms and any other supporting documentation (as agreed by the Executive Committee) at the agreed renewal time, usually January.
2. Receive completed Membership renewal forms, with membership payments and update the membership record on the ASA on-line admin system accordingly.
3. File Membership details in the clubs Admin System and enter email addresses onto Clubs email account.
4. Issue and receive membership forms, ASA registration forms and receive payments for new members throughout the year.
5. Issue ASA registration forms for upgrades as required for competition during the year.
6. Receipt any membership payments and update payment spreadsheet and regularly pass payments to the Treasurer for banking.
7. Reconcile quarterly bank statements received from the Treasurer against the payment spreadsheet. Update the payment spreadsheet to reflect where fees have been paid via direct payment to the bank. Contact individual members where fees for membership have not been received.
8. File all completed membership paperwork.
9. To follow and promote the ASA Child Protection Policy.

#### **Requirements**

Will have good organisational skills, knowledge of computer systems. A pleasant, friendly manner and the ability to treat membership issues in strictest confidence are essential.

#### **Reporting to**

Primarily reporting to the Executive Committee. Secondary reporting to Treasurer, Club Secretary. Reporting structure will be dependant on confidentiality of issue (i.e. if Welfare issue, then this will be the primary and only report). Good working relationship with coach and competition secretary.

#### **Appointed By**

Nominated by Members at the clubs AGM as per the Constitution.