



## **Job Description – Membership secretary**

### **Responsible to – Executive Committee**

### **Purpose – Administer and register all Club members with Scottish Swimming (SASA).**

#### **Duties and Responsibilities**

- Abide by and promote all Club policies.
- Attend committee meetings and give a report as required. Give a report on membership numbers.
- Hand out annual membership forms to all swimmers, coaches, officials, volunteers in February, or as and when new members join.
- Collect annual membership forms and fees.
- Register all Club members, including active Life members, with Scottish Swimming using the electronic e-file before 31<sup>st</sup> March.
- Send annual registration fee to Scottish Swimming for all Club members, coaches, officials, volunteers, active life members.
- Act as contact for Scottish Swimming regarding all relevant queries.
- Ensure on return of e-file from Scottish Swimming, double check that all Club members, coaches, officials, volunteers, active Life members are registered under Club name.
- Following Data Protection guidelines record and maintain a full list of all membership details – name, address, DOB, contact number, emergency contact number, email address and SASA registration number, any medical conditions.
- Ensure coaches are aware of any medical conditions.
- Ensure that email addresses of new members are added to the Clubs' email system.
- Ensure that if a member leaves the Club that the email address is deleted from the Clubs' email system.

- Ensure that the Club Secretary gets a **full** copy of membership list.
- Ensure that the Head Swimming and Water Polo Coaches, Swimming Convenor, Water Polo Convenor, Meet Secretary gets a copy of membership list. This list only needs to be - name, DOB, contact number, emergency contact number and SASA registration number. The Meet Secretary, Swimming Convenor, Water Polo Convenor will require email addresses.
- Ensure the above people mentioned get an up to date list on a monthly basis.
- Attend fundraising events.

NB This is not an exhaustive list and can be adapted by the Club.