



## Membership Secretary

### Membership Secretary

1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

### 1. Rolls

To manage the Club's Membership records



# The Killerwhales Swim Club of Havering

## 2. Skills

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator

## 3. Main Duties

- Maintain a database of all Club Members
- Ensure new members details are recorded
- Liaise with the ASA to ensure annual fees are paid promptly
- Ensure arrangements exist for teachers and coaches are aware of any health requirements or special needs
- To follow and promote the ASA Child Protection policy
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

## 4. Commitment

Ongoing weekly responsibility, as well as club events

## 5. Benefits to Self

Development of administrative skills

Updated 25/Oct/2010