

REGISTRATION SECRETARY 13

Role

Update club database with all details of membership registration

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Enthusiastic
- Ability to motivate
- Excellent communication Skills

MAIN DUTIES

Arrange for entries to be entered onto club database showing all relevant information
Liaise closely with Membership secretary
Help with the collection if required of annual subscriptions and the relevant money and documentation for new members
Attend Management Committee meetings
To follow and promote the ASA Child Protection policy

Time Commitment: 1 hour a week

Signatures:

Officer _____ **Date:** _____

Chairperson _____ **Date:** _____

Further Development/Support

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

Useful Websites

ASA website www.britishswimming.org
Sport England www.sportengland.org.uk
NSPCC www.nspcc.org.uk
Sports Coach UK www.sportscoachuk.org