

MEMBERSHIP SECRETARY

11

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES

- 1) Collect and record annual subscriptions and fees
- 2) Record all members names, addresses, medical information, D.O.B etc
- 3) Issue membership numbers to each member
- 4) Record all payments for subscriptions, equipment etc and pass to the treasurer.
- 5) To follow and promote the ASA Child Protection policy

Time Commitment: _____ 2 hours a week

Signatures: Officer _____ Date: _____
Chairperson _____ Date: _____

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Visit the ASA website www.britishswimming.org > [Development](#) for more information on the Swim 21 process or contact your ASA Regional Development Officer.

Further 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 618700

Useful Websites

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

Sports Coach UK

www.sportscoachuk.org