

MEMBERSHIP SECRETARY

Purpose of Post

To maintain adequate records of members details

To ensure that swimmers details are accurate and submitted in a timely manner to the ASA

Principle Responsibilities

To collate completed membership forms and ASA Registration forms and provide to the Treasurer

To submit ASA forms to ASA, collect Registration Cards and distribute to swimmers in timely manner

To maintain current database of swimmers, to enable appropriate levies to be paid to County and District ASA

Decision Making Authority

Voting member of Committee

Contact with Others

County, District and National ASA

Committee members

Parents and swimmers

Most Challenging and / or Difficult Parts of the Post

The collection of accurate details in a timely manner

Building effective relationships with parents, carers and swimmers

Keeping abreast of the changing membership status