

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

MEMBERSHIP SECRETARY

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent Organisational Skills
 - Strong IT skills
 - Tact and Discretion
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EXPERIENCE NEEDED:

- Effective communication skills, both verbal and written
 - Secretarial skills or background may be an advantage
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PURPOSE OF JOB:

To ensure that all membership administration is kept up-to date. To devise and organise various ways of increasing membership numbers.

MAIN DUTIES:

1. Holds and continually updates data and details of all members
 2. Administers the twice annual renewal of subscriptions
 3. To promote and raise the number of memberships in the club
 4. To follow and promote the ASA Child Protection Policy.
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Time Commitment: Mainly at around subscription renewal times (Mar, Sept), but ongoing monthly updates for new joiners and leavers

Signatures: Membership Secretary _____ Date _____

Chairperson _____ Date _____

