

Document Date Update	29/10/2018	
Role		
Membership Secretary		
Requirements of role		
To be the principal membership administrator for the Club		
Duties	Frequency	Deadline
To be the first point of contact for membership enquiries	As required	
Affiliating the Club to the District and Scottish Swimming	Annual	March each year
Ensuring the annual membership renewal process is carried out within defined timescales	Annual	March each year
Maintaining an up to date membership register and liaise with Scottish Swimming	As required	
Dealing with membership correspondence including maintaining a waiting list	As required	
Liaising with Scottish Swimming, local authority, other clubs and partners as required and maintaining effective relationships	As required	
Ensuring Hytek is maintained in line with club membership	As required	
Liaising with coaches to organise trial nights for new swimmers	As required	
Maintaining and circulating up to date member contacts list to coaches and office bearers	As required	
Providing an update at committee meetings on membership levels and other membership issues	Monthly	
Dealing with administrative side of squad moves and ensuring all systems updated to reflect this and office bearers have up to date information	As required	
Mandatory Qualifications and Training Required	Notes	
Member of Scottish Swimming		
Role Specific Training - Non Mandatory	Notes	
Safeguarding and Protecting Children		
Use of Excel		
Club update of use of Scottish Swimming membership System		
Regulated work status	Notes	
PVG Required	Organised through WPO	
Self Declaration Required	Organised through WPO	
Code of Conduct Requirements	Required Y/N	
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
Notes		
Key skills: Good organisation and communication skills, Reliable & trustworthy, Approachable & friendly, Be aware of key agencies and		
Nominated Short term Depute in case of Holiday Illness etc		
Secretary		