

## JOB DESCRIPTION

# Club Membership Secretary

**The club membership secretary is the key link between the club and the Swim England membership team and look after the day-to-day registration of all members with Swim England.**

- Be enthusiastic with experience of engaging with a wide range of people and dealing with multiple queries.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word processing and database management.
- Have excellent organisational skills.
- Be confident in handling payment of fees.

### **What do we and the club expect from a club membership secretary?**

- Act as a main point of contact for all club member registrations.
- Maintain up-to-date information and contact details of all club members, updating and changes to membership throughout the year.
- Manage the club's annual subscription and membership renewal process, ensuring membership fees are paid on time.

### **Level of commitment required**

Dealing with ongoing membership responsibilities. The role will be periodical, with more time in particular during the membership renewal period.

### **What support can you expect from Swim England?**

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers
- Access and support from the Swim England membership team.

### **What will you gain from the experience?**

This is a key and central role which success and impact on the club will be determined by your own motivations and enthusiasms.

As well as your ability to manage the club's membership and subscription processes, it is an opportunity to take on a new challenge and enhance the experience of all new and existing club members.