

# STROUD MASTERS SWIMMING CLUB



## MEMBERSHIP SECRETARY

### Role

To manage all ASA registrations for the Club

### Skills

- Well organised and efficient
- Good communication skills
- Attendance at some of the training sessions to meet new members

### Main Duties

- Register all new Club members under the appropriate categories with the ASA both swimming and non-swimming members and helpers
- Check annual return to the ASA (and or GCASA) is accurate and up to date and returned on time
- Liaise with Treasurer/Head Coach to establish which new members have joined the Club and need to be registered – swimming and non swimming members and helpers
- Arrange dual registration/first claim registration when necessary

### Commitment

As and when new members join the Club, but particularly in February before the annual return is due.

### Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your Club