



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: MEMBERSHIP SECRETARY

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. The Membership Secretary must adhere to the data protection act at all times.
2. The Membership Secretary is responsible for providing and distributing membership registration/renewal forms.
3. Membership Secretary to issue club membership cards when completed forms are received.
4. The Membership Secretary is also responsible for passing a list of new members details to the data base administrator for inclusion into the club data base.
Members details to include:
 - Swimmer's names, addresses and contact telephone numbers and for providing copies to designated members of the committee and club.
 - list of swimmers with health problems
 - List of swimmer guardian names
5. The Membership Secretary is also responsible for keeping an up to date list of swimmers with health problems and issuing those swimmers with appropriate ASA health forms.
6. The Membership Secretary is responsible for providing and keeping up to date the Coaching/teaching staff with a list of swimmers with health problems.
7. The membership secretary is also responsible for registering new squad swimmers with the ASA, for checking the ASA returns and for distributing the ASA membership cards.
8. The membership secretary shall provide and up to date list of members, life members and associate members, when require, for ASA returns and for Midland District and Oxford and North Bucks ASA.
9. Where necessary the membership secretary shall provide the Chairman/committee with the necessary details of swimmers required for applying for grants et cetera.
10. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____