

# **Runnymede Swimming Club**

## **Membership Secretary**

(Accountable to Runnymede Swimming Club Committee)

### **Role:**

Maintain all of the Club Membership Records and Swim England Registrations.

### **Skills:**

Administration

Team Work

Good Communication

Problem Solving

### **Main Duties:**

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Distribute and process membership forms
4. Enter Members details onto the Swim England Online Membership System
5. Enter Members details onto Club Organiser
6. Monitor Coaches / Teachers register on Swim England Online Membership Register.
7. Annually work with Treasurer when annual Swim England Membership fees are due.
8. Maintain qualifications as required
9. Attend Club meetings as required