

ELLESMERE PORT AMATEUR SWIMMING CLUB
(Affiliated to ASA North West Region)

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion
- Attend safeguarding and protecting children course.
- Undertake CRB check & Child Protection training

MAIN DUTIES

- 1) Maintain a record of all members names, addresses, D.O.B etc
- 2) Process membership forms and annual ASA return in a timely manner, within the time limits defined by the ASA.
- 3) To follow and promote the ASA Child Protection policy

Time Commitment: approx 2-3 hours/ intake + annual return

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____