

**JOB DESCRIPTION: MEMBERSHIP CO-ORDINATOR****ROLE**

The Membership Co-ordinator deals with the day to day registration of the club members with the ASA, and the annual membership renewal process at the beginning of each year. The role involves inputting and submitting these registrations/renewals via the Online Membership System (OMS), and is the key link between the club and the ASA Membership Office.

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Approachable
- Confident and effective communicator with good verbal and written skills
- Well-organised and able to delegate
- Enthusiastic and a good motivator
- Administration skills, including word processing and confidence using online data entry systems
- Sound organisational skills
- Able to maintain confidentiality

MAIN DUTIES

- Collect and record annual subscriptions and fees
- Record all members' names, addresses, D.O.B etc on hard copy/electronic register
- Update hard copy/electronic register and maintain accurate squad lists at all times.
- Liaise with coaches to ensure accuracy of squad lists
- Issue club membership and ASA cards to each member
- Liaise with Club Treasurer.
- Answer membership queries from prospective swimmers and parents
- Update/record swimmers' achievement level in electronic register where relevant
- Maintain and manage waiting list of new swimmers
- Attend quarterly committee meetings
- Organise and attend assessment sessions for new swimmers
- In collaboration with the Secretary and Executive Committee, review administrative procedures on a regular basis
- Support the Executive Committee and other club officers in producing club publicity and documentation and updating the web site.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.
- To follow and promote the ASA Child Protection and Equity policies.

Signatures: Officer _____ Date: _____

Chairperson/Secretary _____ Date: _____