



Membership Secretary

Role Description

Aims and Objectives

- To ensure that Swimmers, Coaches and Volunteers are registered with SASA and to answer and maintain all membership queries to join Silver City Blues (Masters) Swim Club

Duties and Responsibilities

- Ensure all members are issued and return membership forms and
- Complete SASA registration process for members
- Keep emergency contacts up to date
- Work closely with Treasurer to ensure all members are paying appropriate fees
- To ensure that club Mailing list is up to date
- Manage training membership waiting list
- Report Membership numbers to the Committee on a month by month basis

Signed.....

Date.....

