

# Role Descriptor

## Membership Secretary

### PURPOSE

To be responsible for administering of all membership details and responsible for the Annual Membership return to Scottish Swimming.

### MAIN FUNCTIONS AND DUTIES

- Act as point of contact for new potential members to the Club.
- Co-ordination and organisation of trials for potential new members.
- To communicate and liaise with all potential new members to ensure that they are made to feel welcome into the Club.
- Register any new members with Scottish Swimming within 28 days of joining the club.
- Complete all required membership information online.
- Maintain membership lists, mail lists and membership of WhatsApp groups as necessary to be up to date and consistent (Dropbox).
- Liaise with Treasurer regarding new memberships and training fee adjustments.
- Manage and maintain waiting list for training membership spaces.
- Prepare and maintain the applications/renewal pack.
- Annual Renewals – re-register all members online by the 1st April.
- Act as contact for Scottish Swimming regarding all relevant queries.
- Have overall responsibility for the Clubs' records in JustGo, ensuring member data is regularly updated.
- Support the secretary with GDPR guidelines and adhere to these.
- Abide by and promote all club policies.
- Attend committee meetings and give membership reports as required to key club officers.
- Follow and promote Scottish Swimming's Wellbeing and Protection policy.

### SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable and friendly
- Maintain confidentiality
- Be computer literate

### REQUIREMENTS

- Attend appropriate training as directed by Scottish Swimming
- Be a member of Scottish Swimming
- Adhere to the Club's Volunteer Code of Conduct

### TRAINING AND SUPPORT

- JustGo user guides.
- Support from Scottish Swimming as and when required.
- Complete and update any training on JustGo.

### TIME COMMITMENT

Approximately 5-10 hours per month, with 20-25 hours per month during the annual renewals with Scottish Swimming in March/April of each year.