

Membership Secretary

St.Helens Swimming Club

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

RESPONSIBLE TO: Club Committee

ADDITIONAL REQUIREMENTS: CRB Check through St.Helens ASC.

SKILLS REQUIRED:

- Administration.
- Book keeping.
- Tact and Discretion.

MAIN DUTIES

- 1.** Collect and record annual subscriptions and fees
- 2.** Record all members names, addresses, D.O.B etc
- 3.** Record all volunteers details including certificates held, courses attended etc.
- 4.** Issue membership cards to each member
- 5.** Record all payments for subscriptions, equipment etc and pass to the treasurer.
- 6.** Register members with the A.S.A. as required.
- 7.** To attend a minimum of 50% of committee meetings per year.
- 8.** To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
- 9.** To ensure that all data kept on members of the club follow the 8 requirements of the Data Protection Act listed below:
 - fairly and lawfully processed.
 - processed for limited purposes.
 - adequate, relevant and not excessive
 - accurate
 - not kept longer than necessary
 - processed in accordance with the data subjects? rights
 - secure
 - not transferred to countries outside the EEA without adequate protection.
- 10.** To follow and promote the ASA Code of Ethics.
- 11.** To follow and promote the Clubs Code of Conduct.
- 12.** To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 2 hours per week + attendance at meetings.