



GCSC Membership Secretary

Role

Co-ordinate and manage swimmer membership on behalf of GCSC

Skills

- Well organised and efficient
 - Strong communication skills and approachable
 - Able to use a computerised system to manage membership
 - Confident and effective communicator
 - Tact and discretion
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Main Duties

- Main point of contact for GCSC membership enquiries (usually through e-mail link on website).
 - Arrange trials for swimmers wishing to join the club, liaising with the coach to determine if swimmer is ready to join GCSC and which squad/ hours they should be assigned. Notify swimmer/parents of decision and offer a place at GCSC with details of sessions and monthly costs.
 - Provide membership information to new members as required (including standing order form, membership forms and GCSC welcome letter).
 - Maintain completed membership forms (provide contact details to Communications Officer), ASA Registration forms (provide details to ASA Registration Secretary), confirm joining payments to Treasurer.
 - Enter details of new swimmers onto Team Manager Database (to include squad, hours, medical and contact details)
 - Update details as necessary, relating to squad moves and fee changes, including advising parents. Co-ordinate annual membership form / contact details renewal
 - Provide regular lists of swimmers (by squad) to the coaches and Executive committee to ensure everyone has up to date information on GCSC swimmers and numbers in each squad.
 - Monthly reconciliation of training fees and annual reconciliation of membership fee, including reminders to parents as needed.
 - Regular liaison with Treasurer to address any payment anomalies.
 - Regular liaison with ASA Registration Secretary to ensure GCSC pays correct ASA fees for current swimmers at the appropriate level.
 - Promote and follow the ASA Child Protection Policy.
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Commitment

As and when new members join or current members leave GCSC – typically 2-3 hours per week plus Committee Meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of GCSC.
