

## Role Descriptor – Membership Secretary

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### Purpose

To be responsible for administering new / existing memberships and be responsible for the Annual Membership return to Scottish Swimming.

### Main Functions and Duties

- Liaise with the New Starts Co-ordinator during the recruitment of all new swimmers via a New Starts Trial or transition of Club Ready Swimmers from Live Active Blairgowrie
- Support the registration of new members with Scottish Swimming within 28 days of joining your club
- Collect and record membership fees and monitor monthly club training fees
- Collect Annual Renewal fees and re-register all members online by the 1<sup>st</sup> April
- Act as contact for Scottish Swimming regarding all relevant queries
- Have overall responsibility for Scottish Swimming's JustGo membership on behalf of the club, ensuring member data is regularly updated and passed onto the relevant Committee Members
- Support the Committee with GDPR guidelines and adherence
- Attend Committee Meetings and give membership reports as and when required
- Follow and promote Scottish Swimming's Wellbeing and Protection policies and procedures

### Skills / Attributes

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator and problem solver
- Patience

### Requirements

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

### Training and Support

- Support from Scottish Swimming as and when required
- Complete and update any training on JustGo
- Virtual community support through the HIVE learning platform

### Time Commitment

- Can vary dependant on size and nature of club, and events attended.

NB: This is not an exhaustive list and can be adapted by the club.