

Membership Secretary

Role Objectives

The Membership Secretary of the club deals with the day to day registration of the club members with the WASA, and the annual membership renewal process. The role involves inputting and submitting these registrations/renewals via the Online Membership System (OMS) and is the key link between the club and the WASA Membership Office.

Duties and Responsibilities

- Have a good knowledge of all club members – swimmers, coaches, volunteers, committee members and parents.
- Act as a main point of contact at the club for all things relating to registrations.
- Ensure that annual membership renewals are completed on time via the OMS – renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category.
- Updating the OMS throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant forms are sent to the WASA Membership Office along with any relevant payment via the club Treasurer

Skills and Qualities Required

- Enthusiastic with a good knowledge of the club and its members.
- An excellent communicator, with good verbal and written skills.
- Administration skills, including word processing and confidence using online data entry systems.
- Sound organisational skills.
- Ability to maintain confidentiality.
- Ability to build relationships with others, both inside and outside of the club