

# Warrington Swimming and Water Polo Club

**Role Title:**               **Membership Secretary**

**Responsible To:**       Management Committee

**Role Purpose:**

- To make available and administer the membership and affiliated body Registration and application process as required
- To maintain the membership and registration process in the most appropriate format as decided by the Management Committee to meet internal and external data requirements
- To collect and record the membership and competition registration details of all club members as required
- To provide membership data advise the management committee on all aspects of membership

## **Main Duties and Tasks:**

1. To collect the annual membership fees for each category of membership as set by the club.
2. Maintain a record of the current details of club members.
3. Produce and issue to all club members a personal membership card.
4. Receive and maintain a record of all payments for membership fees, affiliation fees and other fees as required and pass to the Hon Treasurer for safe keeping and recording.
5. To follow and promote the ASA Child Protection Policy.
6. Record the ASA and the Management Committee requirements for the details of all club members

## **Required Skills:**

1. The use of own initiative in the collection of basic information associated with the preparation of the annual return of the club membership fees to the ASA.
2. On the advice of the management Committee investigate any queries or problems associated with the recorded details of all club members.
3. Possess a sound working knowledge of the Constitutional Rules of the club.
4. Possess a sound practical working knowledge of the policies of the club with an understanding of administration and financial recording procedures
5. Posses good communication, presentation and numeric skills.
6. Must be articulate.
7. Must be computer literate.

## **Key Performance Indicators**

- 1 Attendance at Management Committee meetings unless prevented by exceptional circumstances.
- 2 Effectiveness of work schedules and control of resources to ensure that agreed targets are reached and where possible exceeded.

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- 3 Effectiveness of the contribution to, and help in, the delivery of the committee plans, targets and standards that support the attainment of the objectives of the club.
- 4 Ensure work schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.
- 5 Ensure a formal monitoring and evaluation system of the administration and delivery of records and documents is achievement for the delivery of agreed targets, on time is established and maintained within the club and for external organisations
- 6 The delivery of supporting papers, documents and reports as necessary to satisfy the constitutional and management requirements of the club and other external bodies at local, county, region and national level