

# Club Membership Secretary

## Introduction

The Club Membership Secretary is the key link between the Club and the Swim England membership team. They ensure all club members are members of Swim England.

## Who are we looking for?

- You will be enthusiastic with experience engaging with a wide range of people and dealing with multiple queries.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good administration skills.
- You will have excellent organisational skills.
- You will be confident in handling payment of fees.

## What do we and the club expect from you?

- To act as a main point of contact for all club membership enquiries.
- To maintain up-to-date information and contact details for all club members, updating and making changes to the membership system.
- Manage the club's annual subscription and membership renewal process, ensuring membership fees are paid on time.

## Level of commitment required

This will vary from club to club but will include ongoing membership responsibilities. The role will likely be periodical, with more time commitment during the membership renewal period.

## What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development team.
- Access and support from the Swim England membership team.

## What will you gain from the experience?

This is a key and central role. Impact on the club will be determined by your own motivations and enthusiasms. As well as your ability to manage the club's membership and subscription processes, this is an opportunity to enhance the experience of all new and existing club members.