**MEMBERHSIP SECRETARY**

**Role Descriptor**

**PURPOSE**

To be responsible for administering of all membership details and responsible for the Annual Membership return to Scottish Swimming

**MAIN FUNCTIONS AND DUTIES**

* To meet and liaise with all new members to ensure that they are made to feel welcome into the Club
* Register any new members with Scottish Swimming within 28 days of joining your club
* Collect and record membership and club fees
* Complete online all required membership information
* Annual Renewals – collect annual fees and re-register all members online by the 1st April
* Act as contact for Scottish Swimming regarding all relevant queries
* Have overall responsibility for Azolve on behalf of the club, ensuring member data is regularly updated
* Support the secretary with GDPR guidelines and adhere to these
* Abide by and promote all club policies
* Attend committee meetings and give membership reports as required to key club officers.
* Follow and promote Scottish Swimming’s Wellbeing and Protection policy
* Other general administrative duties

**SKILLS / ATTRIBUTES**

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

**REQUIREMENTS**

* Attend appropriate training
* Be a member of Scottish Swimming
* Sign and adhere to the Club’s Volunteer Code of Conduct
* Be a member of the club committee

 **TRAINING AND SUPPORT**

* Azolve manual
* Support from Scottish Swimming as and when required
* Complete and update any training on Azolve
* Utilise Hive to keep up to date with any updates and improvements

 **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.