
 <p><b>BMSS Role Description   Membership Secretary</b></p>	
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## Role Objectives

The Membership Secretary of the Club deals with the day to day registration of the Club members with the ASA and the annual membership renewal process at the beginning of each year. 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 ASA 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 at the beginning of each year – 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 ASA 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

## Role Details

This is a voluntary role.

Time commitment required will vary but will include ongoing responsibilities and an increased amount of time between January and March when annual renewals are due.

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