

Wandsworth Swimming Club

MEMBERSHIP SECRETARY

Role

To produce and manage club accounts and monitor finances. Maintain the Club's membership records.

Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with databases, spreadsheets or account systems
- Reliable and honest

Main Duties

- Responsible for all club finances
- Plan the annual budget in agreement with the management committee
- Draft the Club's annual financial strategy (including recommending membership and squad fees for the coming year) for consideration at the AGM
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Monitor the budget throughout the year
- Prepare end of year accounts and present for independent examination and to the management committee
- Attend and report on members' matters to the Management Committee and general meetings
- Process membership applications and issue membership documents
- Ensure membership database is kept as accurate as possible
- Manage a waiting list of prospective members

Commitment

Ongoing responsibility for club accounts and membership database and committee meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support

'How to Communicate Effectively', 'The Role of the Chairperson'; resources provided by Running Sport, available to download from their website www.sportengland.org/runningsport. Further training is available through the ASA Regional Training Network visit the ASA or London Swimming website.

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		