



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION MEMBERSHIP SECRETARY

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

IT skills
Organisational skills

Main duties:

Update membership forms when relevant

Issue and collect membership forms

Provide statistics to management committee as and when required

Attend committee meetings and provide report at committee meetings and at the Annual General Meeting

Record and send all appropriate data required by the ASA

Signatures:

Officer..... Date.....

Chairperson.....Date.....