

# Roles & Responsibilities

## Skills Required

- Organised
- Respects confidentiality
- Excellent IT skills
- Good communication skills
- Organised
- Good time management skills

## Commitment

- The time commitment will vary depending on the size of the club.
- It is recommended as good practice that the Membership Secretary needs to be available and accessible on a weekly basis.
- The role is especially busy during September and October for affiliation time.

## Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Review and update club handbook with all relevant information for members
- Work closely with club secretary to ensure club handbooks are available Ensure membership forms, codes of conduct and any other forms are returned promptly by club members
- Ensure Swim Ireland membership database is kept up to date
- Welcome new members and be a point of contact as required
- Responsible for all club member affiliations and payments
- Maintaining up to date membership files in line with GDPR
- Organise club registration/welcome evening
- Arranging handover or succession planning for the position

## Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and managing a club's membership is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to all members within the club

## Requirements

### Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of conduct

### Recommended – All Clubs

- Managing people, situations and conflict
- Club development days and live webinars
- Affiliation Workshop (webinar in September)
- Online modules - Effective Committees and Effective Meetings
- Video Tutorials - Swim Ireland Membership Database (Sept 2020)

