Job Description

Job title: Assistant Membership Secretary

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1. Receive completed membership forms, ASA registration forms and where applicable membership payments. Pass completed ASA registration forms to the Registration Secretary.
2. Receipt any membership payments and pass to the Treasurer for banking.
3. Enter membership details onto the club's admin system.
4. Add the small pool membership details and their payment options to the payment spreadsheet so payments can be reconciled.
5. Update the admin system as required covering squad movements, calculate any squad fee differences and either issue refunds or request additional payments where necessary. Update payment spreadsheet to reflect any payment changes.
6. Assist with the issue of membership renewal forms to all members, standing order forms and any other supporting documentation (as agreed by the Executive Committee) at the agreed renewal time.
7. Receive completed membership renewal forms, with membership payments and update the membership record on the admin system accordingly.
8. Reconcile bank statements received from the Treasurer against the small pool payment spreadsheet. Update the payment spreadsheet to reflect where fee's have been paid. Contact individual members where fee's have not been received.
9. File all completed membership paperwork.
10. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational skills, knowledge of computer systems. A pleasant, friendly manner and the ability to treat membership issues in strictest confidence are essential.

Reporting to:

Primarily reporting to the Membership Secretary , while working primarily with the Treasurer and Registration Secretary. Reporting structure will be dependant on confidentiality of issue (i.e. if welfare issue, then this will be the primary and only report)

Appointed by:

Nominated by the Swindon Dolphin Executive following the AGM as per the Swindon Dolphin Constitution.