

JOB DESCRIPTION: REGISTRATION SECRETARY

JOB TITLE: Registration Secretary

ACCOUNTABLE TO: General Committee & General Secretary

SKILLS REQUIRED:

1. Approachable.
2. Good communicator.
3. Well organised.

MAIN DUTIES

- 1) Liaise closely with General & Membership secretaries.
- 2) Collect all appropriate fees. & liaise with treasurer
- 3) Update all club records concerning registration.
- 4) Attend sub committee meetings.
- 5) Liaise with head coach on renewals & new swimmers.
- 6) To follow & Promote the ASA Child Protection & Code of Ethics policies

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____