

# **WANTAGE WHITE HORSE SWIMMING CLUB**

## **Role Title: Billing Secretary / Membership Contact Database Administrator**

### **Objective/Purpose of Role:**

- To maintain the revenue stream by ensuring all members are correctly invoiced for monthly swim fees and any related membership fees as necessary
- To keep up to date membership contact records

### **Responsibilities/Activities**

- Prepare annual invoices for all members (January each year) and send out
- Keep up to date membership billing data including squad, individual/family membership
- Maintain payment records including reconciling bank statements
- Chase unpaid fees / outstanding debt
- Point of contact for members with any fee related queries
- Process new members throughout the year including invoicing for correct period and ASA/Club membership fees and updating billing records. Ensure new members receive details on monthly fees and standing order mandate
- Maintain membership contact database (excel spreadsheet) and keep up to date with membership address/email changes. Distribute to Chair and Open Meet Co-ordinator
- Attendance at Committee Meetings

### **Typically includes Liaising With**

Treasurer

Membership Secretary

New Members & Trials Co-ordinator

Chair

Open Meet Co-ordinator

### **Indication of personal time spent performing task.**

Annual invoices can take 2 full days to process from start to finish

New members – approx 15 minutes per new member

Bank statements & chasing unpaid fees approx 1 – 2 hours per month

Contact database admin – as and when (took hours to get it into shape but now only minutes to maintain!)

Member queries approx half an hour per month

Committee Meetings (as and when I can attend) – 2 hours per month