

# **WANTAGE WHITE HORSE SWIMMING CLUB**

**Role Title: Membership Secretary**

**Objective/Purpose of Role:**

Coordinate membership list, ensuring it is kept up to date and all swimmers have ASA numbers

**Responsibilities/Activities**

- Keeping membership list up to-date
- Ensure all members have ASA numbers.

**Typically includes Liaising With;**

The ASA

Members as appropriate

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

Approx 1 hour per week, but will spend more time twice a year updating and checking ASA list.