

Regional Membership Officer Role Description

Responsible to:	Management Board via the Regional Chairman
Appointed by:	The Annual Council Meeting
Term of Office:	Three Years
Status:	Voluntary Post

The duties of the Membership Officer shall include, but not be limited to, the tasks listed below.

- With the support of the Regional Office, be a point of contact for membership issues in the region
- Receive, review and approve county and club constitutions
- Liaise with East Region clubs and Swim England regarding constitution issues
- Liaise with the Regional Development Manager and the Swim England Club Development Officer as required
- Receive and process new club applications, referring these to the relevant County Secretary for comment
- Receive and process club change of name applications, referring these to the relevant County Secretary for comment
- Advise and assist clubs through the above processes
- Communicate with existing clubs on updating their constitutions as and when required
- Give advice to clubs/members on matters relating to constitutions and other membership issues
- Maintain an accurate record of club constitution status
- Maintain library of club constitution certificates and copies of constitutions
- Submit written reports to Regional Management Board meetings
- Attend regional and national meetings (or arrange a substitute representative in discussion with the Regional Chairman) as required

- Refer any matter that is unable to be resolved to the Regional Chairman in the first instance

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be an ASA Member and a member of a Swim England East Region club	Experience of serving on and reporting to committees
Knowledge and understanding of the Swim England Model Club Constitution	Experience of management within a swimming club
Knowledge and understanding of Swim England Regulations	
Good interpersonal and communication skills – verbal and written	
A sensitive approach to the issues involved and the ability to work in a confidential environment	
Good organisational skills – ability to record information accurately	
Good literacy skills	
ICT literate, including knowledge of MS Word and experience of email	
Willingness to attend meetings and deal with issues as required	
Willingness to represent East Region at national level	