

The role of the Membership Secretary/New Volunteer contact

The role of the Membership Secretary/New Volunteer contact is to oversee any new members applying or joining the club, and to provide a warm welcome into the club.

Responsible to: Executive Committee	Responsible for: New members
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Main Duties	Skills Required
<ul style="list-style-type: none"> • To make arrangements to publicise vacancies for new members to join and undertake awards • Work with the Publicity Officer to publicise courses • Review any applications for prospective members • Arrange appropriate interview/water test prior to accepting into the club • Communicate with the Treasurer regarding any new members and fees • Arrange for the provision of information about the club to new members /parents where required • Provide information regarding club communications, Spond, Website, Facebook • Ensure new members/parents are aware of location of club policies • Arrange for the First 6 weeks of volunteering paperwork to be provided and completed • Appoint a mentor if required to assist with new members/volunteers • Attend Committee meetings 	<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisation skills • Ability to delegate duties • An understanding of the Forward Plan, governance, and future activities and developments • Ability and knowledge to act as spokesperson for your organisation • Unbiased and impartial • Knowledgeable on equity issues

Qualities of a good Membership Secretary/New Volunteer

A good Membership Secretary/New Volunteer needs to be:

- Well informed of the Club activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club, and with the procedure for the conduct of meetings
- Diplomatic and helpful
- Clarity of mind
- Firmness and fairness
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality