

Water Polo Membership Officer



Role

To distribute and collect club & ASA membership forms & fees.

Skills

- Approachable;
- Knowledge of using and working with spreadsheets;
- Organised;
- Reliable and honest;
- Persistence.

Main Duties

- To liaise with the club membership officer prior to the new season;
- To liaise with the water polo web developer to upload the form;
- To distribute club & ASA membership forms as appropriate to club members at or before the first training session after the summer break;
- To follow up members as appropriate to ensure a swift return of completed forms and membership fees;
- To forward completed forms and fees to the club membership officer;
- To be available at training sessions to assist new members complete forms and collect fees (after a one week free trial);

Commitment

It is vital for the club and county that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Useful Websites

www.bridportwaterpolo.org.uk

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.