



Saunton Sands Surf Life Saving Club

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

MEMBERSHIP SECRETARY Job Description

- Ⓢ Ensure memberships are registered with SLSGB using new online database
- Ⓢ Liaise with training officer to ensure all members awards and qualifications meet deadlines for competition
- Ⓢ Ensure members receive beach car park vouchers quickly
- Ⓢ Ensure all monies are paid to Finance Officer in timely intervals

Skills required

- Ⓢ Maintain confidentiality on relevant matters
- Ⓢ Communicate effectively and possess good interpersonal skills
- Ⓢ Friendly, positive
- Ⓢ Well organized