**Terms of Reference for Membership Convener**

The Club Membership Convener’s primary role is to ensure that membership information is correct for both Club and SASA requirements.

Main functions are:

* Ensure that all Club members have completed the membership forms appropriate to their level of participation.
* Liaise with Scottish Swimming to ensure that membership applications have cleared, thus confirming the insurance of the individuals within the Club.
* Make recommendations to the Committee as the appropriate level of charges for Club and SASA membership.
* Liaise with Scottish Swimming to ensure that any evolving requirements are met by the Club.
* Other general administrative duties as required in support of the Committee

The Membership Convener shall normally remain in post for two years.