



## VOLUNTEER ROLE DESCRIPTION LOCAL MASTERS SWIMMING COMMITTEE MEMBERSHIP COORDINATOR

### ROLE OVERVIEW

The Membership Coordinator of the LMSC is responsible for coordinating swimmer and club registrations for the LMSC with the USMS National Office and being a resource for swimmers, clubs, meet directors and LMSC officers regarding membership inquiries and rosters.

### KEY DUTIES & RESPONSIBILITIES

- Communication with swimmers, clubs, meet directors and LMSC officers regarding the membership registration process.
- Work with the USMS National Office - membership services to ensure proper individual and club registrations.
- Process paper, individual, club, and one event registrations and transfers,
- Print donation letters.
- Work with meet directors regarding memberships.
- Work with LMSC Sanctions Chair, Top Ten Recorder regarding memberships.
- Work with LMSC Treasurer regarding reconciliation of club and individual memberships and financial records.

### RECOMMENDED EXPERIENCE & SKILLS

- Interpersonal and communication skills via phone and email
- Knowledge of USMS rules and Guide to Operations regarding individual and club registrations
- Basic computer, printer, email, USMS registration database and spreadsheet skills

### RESOURCES

USMS National office - Membership Services  
USMS Membership Committee  
USMS Rule Book  
USMS Guide to Operations  
LMSC Standards