



U.S. MASTERS SWIMMING

Position Description

Position title	LMSC Membership Coordinator	
Start date / End date or Term length	Ongoing	Elected or appointed position, term varies by LMSC
Estimated hours/days required per month	12 - 24 hrs per month	
Reports to	LMSC Chair	
Direct Reports	none	
Role overview and purpose, and how it relates to the organization's mission		
<p>The Membership Coordinator is a vital position to the LMSC and to U.S. Masters Swimming, responsible for processing both Club and Member new memberships and renewals, and responding to inquiries from Members, Potential Members, Clubs, Potential Clubs, LMSC officers and the National Office in a timely manner.</p>		
Key responsibilities		
<ul style="list-style-type: none"> • Processing LMSC Club registrations and USMS swimmer registrations for each calendar year. All Clubs and swimmers MUST register each year. <ul style="list-style-type: none"> • Developing and sending out renewal information to clubs and individuals • Registering new swimmers as well as re-registering existing swimmers as the registrations come in. • Keeping track of online registrations and sending information to Clubs. • Processing any paper registrations, and filing them in membership archives. • Sending list of monthly online and regular registrations to the Treasurer. • Registering new Clubs as well as existing Clubs as the registrations come in • Processing transfers and “one event” registrations. • Responding to any membership “notes” submitted via the membership. • Printing and mailing USMS cards to all swimmers who request them. • Updating USMS database for member changes (address, email, phone etc.) • Forward checks from individual and Club registrations to the LMSC Treasurer for deposit into the LMSC bank account. In many cases, for logistical reasons, the Membership Coordinator may deposit checks and provide a detailed deposit summary to the LMSC Treasurer. • Sending monthly registration summaries (accounting reports) to the LMSC Treasurer. • Constant communication via phone and/or email with swimmers, Club reps, LMSC Board members and USMS National Office. • Provide prompt responses to email and phone requests. • Communicating with the LMSC webmaster to keep Club registration forms and contact information up to date. • Corresponding with Club contacts, coaches, members, LMSC volunteers and National Office about questions from members. • Tracking down address changes that come in from USMS National Office. Requires emails to swimmer and Club membership coordinator to get correct address for USMS National Office for USMS Swimmer Magazine delivery. • Taking care of any other demographic discrepancies that may arise with the USMS National Office. • Working with new Clubs wanting to register and getting approval for Club abbreviations from the USMS National Office. • Providing regular reports to LMSC officers and to clubs on new members, renewals, and statistics related to LMSC membership. 		

Key deliverables
<ul style="list-style-type: none"> • Ensure paper registration forms (Annual and One Event pool/open water) are updated and posted on LMSC web site by Oct. 31. • Ensure all Club contacts have processed their USMS Club renewals and confirm that the final Club list is synchronized with LMSC registration forms by Oct. 31. • Provide periodic membership list updates to enable appropriate delivery of the newsletter (paper or online). • Ensure renewal communication is made to all current members during Nov & Dec. • Prepare and mail requested registration cards in a timely manner. • When necessary, make bank deposits at least monthly and provide detailed information to Treasurer. • Prepare Membership Coordinator's Report to be included in LMSC Newsletters or reviewed during LMSC meetings. • Provide member information to LMSC Chair, LMSC newsletter editor, Club President upon request.
Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Required to have access to a computer with Internet access and a printer • Required to have an email address • More computer skills are preferred, including using Excel spreadsheets, saving files, emailing files to others (usually the Treasurer) • Be responsive to email requests and questions • This is an ongoing, year-round job with the busiest time from November to January • Working knowledge of USMS registration software.
Recommended training
<ul style="list-style-type: none"> • Review questions or concerns with National Office contacts. • Attend USMS annual meeting at USAS Convention and the LMSC Workshops, tutorials, and Membership Committee meetings held there.
Benefits for the volunteer
<ul style="list-style-type: none"> • Regular interaction with the membership
Benefits to USMS
<ul style="list-style-type: none"> • Local, frontline contact for Club and Membership questions and concerns.
Other suggested requirements of the role
<ul style="list-style-type: none"> • Succession planning to recruit a capable successor for handling your role and responsibilities.