

CLUB SECRETARY

Role

To ensure the smooth running of club administrative requirements

Main Duties

- Deal with receipt and circulation of external correspondence to appropriate persons for action
- To process and deliver appropriate information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and circulate meeting minutes to committee members for information and approval
- Liaise with Head Coach, Chairperson and Treasurer to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
- Book venues for committee meetings and AGM as relevant
- Act as the main point of contact for the club for county, regional and national ASA; ensure contact details are up-to-date for any external bodies the club deals with
- Invite other clubs to events run by the club as appropriate

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy