

Club Secretary

Purpose: To be responsible for the general administration of the Club

Skills and Attributes

- Excellent organisation skills
- Good communication skills
- Enthusiastic
- Reliable
- Team player

Main functions and Duties

- To initiate and respond to all Club Correspondence
- File all correspondence
- Adhere to Scottish Swimming guidance on handling of communication
- Liaise with Club President to plan Club meetings
- Liaise with Club President on the Agenda for all meetings
- Circulate details of meetings to members
- Follow up with relevant parties on key actions from meetings
- Ensure meetings adhere to the Club Constitution
- Keep an accurate account of all Club members
- Handle Club Insurance and related paperwork
- Make pool bookings

Requirements

- To Liaise with Club President
- To Liaise with Head Coach/Coaching Coordinator
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

Training and Support

- Support of all Club members
- Support of Club Committee

Time Commitment

- Constant