



CLUB SECRETARY

Role

To ensure the smooth running of club administrative requirements and ensure quality and effective communication between the committee and members.

Skills

- Effective administration skills
 - Good working knowledge of Microsoft Office and ability to minute take
 - Good verbal and written skills
 - Well organised and efficient
 - Sound knowledge of the club
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Main Duties

- Deal with the day to day running of the club including all correspondence
 - Liaise with Employment Panel, Performance Panel and Welfare regarding correspondence
 - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
 - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
 - Liaise with the Swimming and Competition secretary 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
 - Act as the main point of contact for your club for the county, regional and national ASA
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Commitment

Ongoing responsibility including all club committee meetings, regular and urgent communications with club members and webmaster.
