



## **Role Description: Club Secretary**

### **Role of Secretary**

The Secretary is an Executive Officer of the Club, along with the Chair and Treasurer. The Secretary provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a Club. The Secretary is also a link between members, potential members and external organisations e.g. pool operators, local authorities, and the Swim England Regions.

### **Duties of Secretary**

- To act as a main point of contact for the Club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings, delegating these tasks as appropriate.
- To manage the day-to-day running and administration of the club including all internal and external correspondence.
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other Club committee members to ensure all appropriate administration is in place
- To represent the Club at meetings
- To act as a line manager to paid staff.
- To manage and oversee the work of officers and other Club personnel in conjunction with the Chair
- To have a knowledge and understanding of roles and responsibilities of other Club committee members and to support them in delivering these roles
- To maintain up to date contact details of all members, committee members, other key Club personnel and Swim England secretaries at national, regional and county level

### **Time Commitments**

There is an ongoing weekly time commitment for this role to fulfil the above criteria. In addition there will be other time commitments which include attendance at Club meetings, and could include attendance at meetings with the Local Authority, pool operators, and Swim England County and County Sports Partnership staff.

