



Oxfordshire & North Buckinghamshire Counties ASA

COUNTY SECRETARY – ROLE DESCRIPTION

JOB TITLE

Oxfordshire & North Buckinghamshire Counties ASA – **COUNTY SECRETARY**

JOB PURPOSE

To organise Oxfordshire & North Buckinghamshire (ONB) Counties ASA Meetings, produce minutes and act as main focal ONB ASA.

RESPONSIBLE TO

The Oxfordshire & North Buckinghamshire Counties ASA Committee

MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Act as a main point of contact for ONB ASA.
- Organise committee meetings/County Debrief meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- Have a good knowledge and understanding of the roles and responsibilities of other ONB Executive committee members
- Liaise with Swim England and South East Region as necessary.
- Maintain and update the ONB ASA Website.
- Source and book Meeting venues for face-to-face meetings; send out invites for zoom meetings and manage zoom meetings.

SKILLS & ATTRIBUTES

The person volunteering for this role will benefit from a good understanding of the sport, should be an effective communicator, both written and verbal, and needs to be confident and proficient with IT systems. You will benefit from having excellent organisation and administrative skills, including word-processing and minute-taking.

TERM

The person volunteering for this role should expect to be in post for a minimum of 3 years.