PERTH CITY SWIM CLUB

Club Secretary

Role Descriptor

Responsible to:
The Management Committee (Executive) and Club Members.

Aims & Objectives:
- To support the activities of Perth City Swim Club and contribute to its development.
- To provide administrative support for the Management Committee.
- To ensure effective liaison with key partners.

Duties & Responsibilities:
- To arrange Management Committee meetings (including booking venue).
- To advise & remind Management Committee members of meetings, giving a minimum of one week's notice.
- To draw up Management Committee meeting agenda and associated papers and circulate to members.
- To prepare Management Committee meeting minutes and circulate to members.
- Annual General Meetings (AGM) – following agreement at Management Committee meeting arrange date and book venue, prepare agenda and documentation, circulate necessary documentation to all active club members and Life Members one month in advance of meeting, attend AGM, record meeting, provide draft minutes for circulation/publication on Club's website, with final sign off.
- To receive correspondence on behalf of the Club and to respond to all enquiries as appropriate.
- To provide summary of correspondence received between Management Committee meetings and advise of action taken.
- To be the Club's named contact/representative for receipt of/requests for information – at District and Scottish Level.
- Circulate District minutes to Management Committee members.
- Attend District meeting (normally bi-monthly) with other executives/officers of PCSC and give feedback as appropriate.
- Book, and cancel where appropriate, all pool sessions for Perth City Swim Club – Perth Leisure Pool, Kinross Leisure Pool and Kilgraston Pool. Advise League and Gala Convenors on pool bookings.
- To contribute to the club's general development.
- Write to parents regarding changes to swimmer training sessions and fees to be paid. Correspondence method by email.
- Review squad spreadsheet (Microsoft Excel) in line with changes to swimmer training sessions, providing amended spreadsheet to Club Treasurer to ensure correct fee payments.
- Provide details of squad changes to Volunteer Co-Ordinator to ensure coaches are informed of squad changes and expected attendance at training sessions.
- Assist with amendment of Club documentation to maintain 'corporate' consistency.

- Assist with the maintenance of a filing system within the Club's Dropbox facility to ensure the safe retention of documentation in line with General Data Protection Guidance.
- Maintenance of Club Secretary generic email system.