Club Secretary

Introduction

The Club Secretary is key to the smooth running of the Club. They provide a main point of contact for administration, information and communication and report to the Chairperson. They are the link between members, potential members and external organisations.

Skills and ability needed

* You will have a good knowledge of the Club and the people within it.
* You will be enthusiastic with experience in managing and supporting others.
* You will be an excellent communicator with good verbal, written and IT skills.
* You will have good administration skills, including word-processing and minute-taking.
* You will have excellent organisational skills.
* You will be able to maintain confidentiality.
* You will have the ability to work with others, both inside and outside the club.
* You will have confidence to represent the Club at external meetings.

Main areas of responsibility

* To act as a main point of contact for the club, for national, regional and county ASA, and other eternal bodies e.g., Local Authorities.
* To manage the day-to-day running and administration of the club including all internal and external correspondence.
* To organise Management Committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
* 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 levels.
* To process and deliver appropriate correspondence and information to and from national, regional and county ASA levels.
* To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
* To liaise with other club committee members to ensure appropriate administration and policies are in place.

Required Commitment

This will vary, but will include ongoing weekly responsibilities, particularly in dealing with correspondence. Attendance at monthly Management Committee meetings.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the Swim England Club Development Officers.
* Direct contact with and support from the Swim England Volunteering Team.
* Access and support from other Swim England teams as required by your club, including (but not limited to), membership, Institute of Swimming, England Talent Teams, and Discipline specific Development Officers.

Benefits for you!

This is a pivotal and highly engaging role the success of which will significantly impact the Club and will be determined by your own motivations and enthusiasms. As well as your ability to organise and manage the day-to-day administration and correspondence, it is an opportunity to take on a new challenge and support the development of your club.

Your contribution to ensuring the running of a well-managed club will provide an opportunity to make a real difference to the success of the Club.

Training requirement

* Current Safeguarding and Protecting Children certificate.