**ROLE OF THE SECRETARY**

In conjunction with the Office Administrator, the Club Secretary oversees administration, information and communication for the Club. Combined, they are essential to the smooth running of our Club. The Secretary is also a link between members, potential members and external organisations e.g. pool operators, local authorities, and the ASA Regions. The Club Secretary is part of the Committee.

**DUTIES OF CLUB 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.
* To deal with the day to day running of the club including all correspondence (both internally and externally)
* 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 have a knowledge and understanding of roles and responsibilities of other club committee members
* To maintain up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county level

**COMMITMENT / TIME FOR THE ROLE**

Typical commitment is 4-6 hours per month with some extra time required to prepare for the AGM.

**SKILLS AND QUALITIES REQUIRED**

* Enthusiastic with a good knowledge of the club, and people within the club
* Be an excellent communicator, with good verbal and written skills
* Administration skills, including word processing, and minute taking
* Sound organisational skills
* Able to maintain confidentiality
* Able to work in partnership with others, both within and outside of the club
* Able to represent the club at external meetings

**TOOLS FOR THE ROLE**

The following are deemed to be essential items for club secretaries to have in order to do

their role:

* Use of a computer and email address to produce letters, emails, reports, minutes, and to store and record information
* Filing system to record all letters and correspondence
* Notebooks for minutes and meetings
* Annual diary/chart to record the club’s activities, meetings, competitions, training times
* Club headed stationery
* Telephone with access to an answer phone facility
* ASA checklist for new club secretaries (see ASA good club guide for a Secretary)
* ASA administrator calendar (see ASA good club guide for a Secretary)

**ASA CHECKLIST FOR NEW CLUB SECRETARIES**

The ASA has published a helpful checklist for new secretaries. There are certain documents which club secretaries should have in their possession, and there are documents which other club officers may hold, but club secretaries should be aware that they exist, and where to locate them.

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| **Documentation** | **Notes** | **Available from** |
| ASA Handbook | Sent annually to club Secretary | ASA office: Operations department.  Also available on the ASA website |
| ASA Insurance Certificate and information | Sent annually following payment of membership fees. May be held by the Treasurer | ASA office – Systems department |
| Accident and incident book | Replaced on request when full. To be held by named officer within club | ASA office – Customer Services department |
| Other insurance policies | Separately arranged with the Insurance brokers – may be held by the Treasurer | Insurance company |
| Wave power: Child Protection guidelines and procedures | May be held by the Welfare officer and displayed on a Club noticeboard | ASA Office – Customer Services department |
| Video log book | Replaced upon request when full.  May be held by Welfare officer or Competition Secretary | ASA Office – Customer Services department |
| Copy of club membership return | May be held by Membership Officer | ASA office – Systems department |
| Club constitution |  | Club |
| Club minutes | Current minute book may be held by minute Secretary. Historical minutes should be with club Secretary or known archives. | Club |
| Swimming Times | Copy sent to Secretary each month | ASA – Swimming Times office |
| Wavelength | Copy sent each month to Secretary with Swimming Times | ASA – Swimming Times office |
| ASA Annual report and financial statement | Sent annually to Club Secretary | ASA – Marketing department |
| Handling internal club disputes. | Copy sent to club Secretary upon affiliation | ASA – customer services.  Also available on website |
| Regional Handbook | Sent annually to club Secretary | ASA Regional office |

**CLUB COMMITTEE MEETINGS**

The committee is a group of elected people who meet regularly to discuss and make decisions on the operation and activities of a club. The business undertaken at a committee meeting is normally in 2 key areas:

* Items for information. This relates to events that have already happened or decisions already made. Verbal and/or written reports are given to inform members, who then have an opportunity to ask questions or seek clarification
* Items for debate. This relates to future events. This enables the whole group to discuss the issues and develop options.

**TOP TIPS FOR ORGANISING MEETINGS**

1. Prepare a schedule of club meetings a year in advance to ensure everyone is aware of date. Great practice to hold these on a set day, or set week each month to be consistent and help others to remember
2. Consult with the Chairperson on the agenda for the meeting
3. Provide confirmation of meeting dates (some constitutions will require you to do this, particularly AGMs)
4. Provide an agenda for meetings, and where possible timings for agenda items to guide people in their planning and preparations for meetings. Also confirm date, time and venue information to all attendees
5. Circulate minutes of the last meeting, along with any papers or reports to be read in advance of the meeting
6. Agree with the attendees of the meeting what an acceptable time is to circulate information in advance of a meeting. Good practice is 7-10 days, although AGMs will have set timescales for information

**MINUTE TAKING**

At all meetings, someone should be appointed to record minutes, usually the Club Secretary. Meeting minutes should be clear and concise and be a true reflection of discussions. Decisions and actions should be clearly recorded and agreed by members of the committee.

**TOP TIPS FOR MINUTE TAKING:**

1. List the people present, and those who sent apologies. Circulating a list for people to sign in will save you time here if there are large numbers
2. At the end of a discussion during the meeting, summarise what you have recorded to ensure you have interpreted the conversations correctly. Also confirm who is responsible for any actions, and a date to be completed by
3. Write the minutes in the same order as the agenda, and keep them short and concise
4. Be objective in writing the meetings, and not biased towards any decisions
5. Write up minutes straight after a meeting, whilst memories are still fresh
6. Circulate minutes to the committee as soon as possible after the meeting, so those who were absent know what happened, and those with actions are prompted to follow up as appropriate
7. Make a diary note to follow up actions with people after 2 weeks to check progress
8. Follow the ASA constitutional guidance for producing minutes of AGMs. Great words to use consistently in minutes are as follows:
   1. Agreed: indicates a strong consensus to support a recommended course of action
   2. Noted: indicates that a matter was reported, but no decision was necessary
   3. Received: indicates that a report was presented and accepted
   4. Approved: indicates that a recommendation has been endorsed
   5. Recognised: indicates that information was accepted, but no decision was taken
9. Resolved – indicates that a motion was formally proposed, voted upon and passed.
10. Circulate and publicise non-confidential reports from Committee meetings to demonstrate the Club’s progress and achievements

**ANNUAL GENERAL MEETINGS**

This is an annual open meeting for any club member to attend. The purpose of an AGM is to:

* Present key information about the club, such as its finances and achievements throughout the year
* Elect officers for the club
* Discuss and vote upon amendments to the constitution or rules
* Consider the previous year’s annual report
* Hear the views of club members regarding the way the club is being managed

Prior notice of the AGM must be given to all Club members. In conjunction with the Club President, the Secretary will agree Committee roles that are due for re-election and arrange for nomination papers to be made available to Club Members. The Secretary will receive completed nominations and schedule these for ratification and appointment at the AGM.

The ASA has produced guidance on procedures for AGMs in the document “Recommended club constitution and guidance notes for clubs in ASA Regions” (July 2006). Further details follow at the end of this resource.

**SPECIAL (EXTRAORDINARY) GENERAL MEETINGS**

These may be called at any time by the club committee, or a specified number of members, to discuss issues that require consultation with, and decisions by the club membership, for example changes to the constitution which will not wait until the AGM. Further details are provided in the ASA club constitution document

**MOVING ON FROM YOUR ROLE………..**

Have you thought about how you will ensure all your knowledge and experience is passed on to a person taking over from you, when you decide its time to move on?

Here are some suggestions to ensure a smooth transition, and to ensure the person taking over from you has the information and resources they need:

* Try to give as much notice to the club that you are moving on, in order to allow the club to recruit / elect another volunteer
* Assist in developing an up to date role description and advert for the post based on your experience in the role, and think of any people that may be interested
* Think about the type of information you would like to receive if you were to volunteer for this position, and the format you would like to receive it in e.g. one big file, a face to face hand over meeting, hand over in a 2 week period to not overload with information
* Prepare an information pack for the new volunteer to assist them in their role
* Prepare a list of any outstanding work/issues
* Prepare a top tips or similar list to help a new volunteer
* Provide a list of key contacts or people who can assist a new volunteer
* Hand over hard copies of any files or important correspondence. Put electronic information onto a USB stick or disk
* Offer to mentor the new volunteer in this role for an agreed period of time

**SUMMARY**

We hope you have found this guide informative in guiding you in your role, and providing you with information and helpful tips. We wish you a great experience in your role and thank you once again for all your time and commitment you are giving to the Club.

**FURTHER INFORMATION**

running**sports** has a series of top tips that can be downloaded for free. These include tips

on health and safety of volunteers, recruiting young volunteers and older volunteers.

Available at www.runningsports.org

**ASA website pages dedicated to volunteers……….**

Did you know the ASA website has a dedicated section for volunteers? To find this section,

go to www.britishswimming.org, and click on the “club” tab at the top of the home page.

When you are through to the “club” page, click on the “volunteers” link on the left hand side

of the page.

Your **ASA County Workforce Co-ordinator** may be able to provide guidance and

assistance to you in your role. Further details are available on the British Swimming

website.

**ASA Club Constitutional guidance. Link to page on ASA website:**

http://www.britishswimming.org/vsite/vfile/page/fileurl/0,11040,5157-182967-200185-

120448-0-file,00.pdf