

Appendix 3 (d)



Affiliated Club

JOB DESCRIPTION: SECRETARY

JOB TITLE: Secretary

PURPOSE: The club secretary is key to the smooth running of the club, providing administration, information, and communication.

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Good communicator with good verbal, written and IT skills.
- Tact and Discretion
- Reliable
- Good organisational skills and administration skills, including minute taking.
- Be enthusiastic and experienced in supporting others.

MAIN DUTIES:

1. Responsible for day to day running of Club, dealing with correspondence, and organising meetings.
2. To prepare Agenda for meetings and distribute with any relevant documents to committee members prior to meetings.
3. To take notes and subsequently prepare minutes of meetings.
4. To prepare correspondence in reply to questions raised and discussed at committee.
5. In respect of AGM, will collect any resolutions which are to be proposed along with nominations for election of officers.
6. To follow and promote the Club/ and Swim England Safeguarding policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____