

**CLUB SECRETARY**

**Role**

To ensure the smooth running of club administrative requirements

**Skills**

* Administration skills desirable
* Good working knowledge of Microsoft word and minute taking desirable
* Good verbal and written skills
* Well organised and efficient
* Sound knowledge of the club

**Main Duties**

* Deal with the day to day correspondence of the club.
* To process and deliver appropriate forms and information to and from county, regional and national ASA departments
* Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
* Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
* Book venues for Committee Meetings and AGM
* Act as the main point of contact for your club for the county, regional and national ASA

**Commitment**

Ongoing weekly responsibility including all club committee meetings

**Benefits to Self**

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club