

ELLESMERE PORT AMATEUR SWIMMING CLUB
(Affiliated to ASA North West Region)

**JOB DESCRIPTION: SECRETARY to COACHES
SUB-COMMITTEE**

JOB TITLE: SECRETARY TO COACHES' SUB – COMMITTEE

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Communication Skills - Well Organised
- Enthusiastic - Ability to motivate

MAIN DUTIES

1. Call quarterly meetings, additional meetings if required.
2. Request items for the agenda ,from teachers and coaches.
3. Consult with the Chief Coach, and arrange a date for the next meeting.
4. Notify the Club Chairperson and all the teachers and Coaches well in advance.
5. Book an appropriate venue and time.
6. Attend the meeting and take 'minutes'.
7. Write up the minutes and distribute them.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____