

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: CLUB SECRETARY

JOB TITLE: SECRETARY

RESPONSIBLE TO: Executive Committee

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
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Main Duties

- Deal with the day to day running of the club including all correspondence,
 - Issue correspondence to other club officers and members when appropriate.
 - Maintain correspondence files of all documents.
 - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
 - Call committee meetings and AGM, as detailed in club constitution, prepare agenda, attend, 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, notification of membership
 - Notify all delegates of forthcoming meetings and issue relevant papers
 - Act as the main point of contact for your club for the county, regional and national ASA
 - Maintain membership list with relevant information
 - Update Club Notice board as required
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Time Commitment: 8 hours plus per week approximately

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____