

CLUB SECRETARY 3

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 running of the club including all correspondence
- 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

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Secretary' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship' ; 'Organising fixtures and Competitions'

Resources provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer

Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

Useful Websites

ASA website www.britishswimming.org

Sport England www.sportengland.org.uk

NSPCC www.nspcc.org.uk

Volunteering England www.volunteering.org.uk

Millennium Volunteers www.millenniumvolunteers.gov.uk

DO-IT www.do-it.org.uk

CSV www.csv.org.uk

Sports Coach UK www.sportscoachuk.org

Signatures: Officer _____ Date:

Chairperson _____ Date: