

City of St Albans Swimming Club



Updated May 2017

Element 7 – Club Secretary Job description

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 On-going 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; The Role of the Secretary; Taxation and Sport; Fundraising Grants and Sponsorship; Organising Fixtures and Competitions <i>(A resource provided by Running Sport, available to download from their website)</i>

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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.

Useful Websites

ASA webpage	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
CO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org
Hy-Tek	www.hy-tekLtd.com

Signed:

Name:

Date: