



Position	Secretary
Responsibilities	• Be the first point of contact for enquiries • Work closely with Club Administrator. • To arrange and book a meeting room for all meetings • Affiliating the Club to the Region and Swim England • Liaise with Swim England and other governing bodies as required. • Dealing with correspondence. • Organising and attending all committee meetings. • Taking and distributing minutes to relevant parties • Regularly maintain club notice boards with relevant correspondence. • To be aware of grants etc available. • To be completely familiar with the constitution, club rules, committee procedures and the Swim England rules and regulations • Other administrative duties.
E-mail	secretary@cobaquatics.club



TAKING SWIMMING TO THE NEXT LEVEL www.cobaquatics.club