



## **Redhill and Reigate Swimming Club**

### **Club Secretary – Executive Committee Member**

The Club Secretary is key to the smooth running of the club. They provide a main point of contact for administration, information and communication. The Secretary is responsible for administrative aspects of the club as well as working with other members of the committee to implement good practice throughout the club.

#### **Skills**

- Excellent 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
- Schedule committee meetings and AGM
- Prepare agendas and take minutes of all meetings
- Notify all parents and members of any changes to the scheduled training sessions and other relevant updates
- Act as a main point of contact for the club

This is a pivotal role within the Club. As well as your ability to organise and manage the day-to-day administration and correspondence, it is an opportunity to support the development of your club.