



# SECRETARY CLUB ROLE DESCRIPTOR

## PURPOSE

To be the principal administrator for the Club and ensuring the club and its members function effectively.

## MAIN FUNCTIONS AND DUTIES

- Be the first point of contact for enquiries.
- Affiliating the Club to the District and Scottish Swimming.
- Maintain an up to date membership register using Team Unify and liaise with the Membership Secretary and Scottish Swimming as required.
- Dealing with correspondence appropriately.
- Organising and attending all committee meetings.
- Taking and distributing minutes to relevant parties.
- To liaise with Scottish Swimming, Aberdeen Sports Village, University of Aberdeen, other clubs and partners as required and maintain effective relationships.
- To ensure club has up to date policies, such as Wellbeing & Protection, Discipline and Complaint etc.
- To collect monies for special events/competitions, collate and forward as required.
- Other general administrative duties.
- Distribute information to Club representatives.
- Liaise with the SASA North District and attend Delegates Meetings as required.

## SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

## REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

## TRAINING AND SUPPORT

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

## TIME COMMITMENT

Time commitment can vary dependant on matters arising and events attending.