



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Email Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Maintain the Club's email database of Club members
- Skills Required:**
 - computer literate
 - attention to detail
 - well organised
- Time Commitment:** 1-2 hours per week, increasing during peak competitive periods such as the Club Championships

Key Tasks:

1. Ensure that the structure of the email database is effective
2. Make any upgrades to the database design as necessary or desirable
3. Maintain the integrity of the information on the database
4. Communicate official announcements to members efficiently and professionally
5. Produce other mail merge reports that might be required from time to time
6. Adhere to and promote the Club's rules, regulations and other policy statements
7. Undertake any other tasks appropriate to this level of responsibility

Signatures: Email Secretary: Date:.....
 Chairman: Date:.....