



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for the smooth day-to-day running of the Club. Maintain control of documentation both general and sensitive. Act as an intermediary between the Committee, the rest of the Club and outside bodies
- Skills Required:**
- tact and discretion
 - well organised
 - good communication skills including word-processing
 - good administration skills including record-keeping
- Time Commitment:** 2 hours every two months for Committee meetings. Approximately 3 hours per week, varying dependent on the point in the Club's calendar.

Key Tasks:

1. Communicate closely with the Club's Chairman in all matters of the administration of the swimming club
2. In conjunction with the Team Manager, issue fixture lists and other information to all Club Officers, officials, swimmers, Newsletter Editor, Website Manager and notice-boards as appropriate
3. Act as an induction officer for all new members of the coaching staff prior to their taking up practical duties under the supervision of an appropriate member of the coaching team
4. Call Committee and other meetings necessary for the effective management of the Club
5. Prepare agendas for the Committee meeting
6. Take and produce minutes of Committee meetings
7. Report to the Committee any correspondence received on behalf of the club
8. Act on requests from the Committee in terms of correspondence
9. Maintain secure files of 'sensitive' documentation
10. Represent the Club at meetings of the various facility management teams or appoint a replacement to take up this position
11. Make arrangements for the Annual General Meeting, notifying senior members of the date and agenda
12. Ensure the Health and Safety of members at all times
13. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
14. Adhere to and promote the Club's rules, regulations and other policy statements
15. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Secretary:** **Date:**

Chairman:..... **Date:**