

SECRETARY 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 and liaise with Scottish Swimming as required
- Dealing with correspondence
- Organising and attending all committee meetings
- Taking and distributing minutes to relevant parties
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- To ensure club has up to date policies, such as Child Protection, Discipline and Complaint etc.
- Maintain the club notice board
- To collect monies for special events/competitions, collate and forward as required
- Other general administrative duties

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

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.