

# CLUB SECRETARY

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## **Role**

To ensure the smooth running of club administrative requirements

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## **Skills**

- 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
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## **Main Duties**

- Deal with the day to day running of the club including all correspondence
  - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
  - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
  - Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
  - Book venues for Committee Meetings and AGM
  - Act as the main point of contact for your club for the county, regional and national ASA
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## **Commitment**

Available to receive communications, pass on to relevant club member for action or information.

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