



Secretary

Job Description

Aims and Objectives

- To support the activities of the Silver City Blues (Masters) Swimming Club and contribute to its development.
- To provide administrative support for the general committee.
- To ensure effective liaison with key partners.

Duties and Responsibilities

- To attend committee meetings and produce minutes.
- To distribute agreed minutes to relevant parties.
- To receive correspondence on behalf of the club and action appropriately.
- To respond to all enquiries etc. as appropriate.
- To liaise with Scottish Swimming and the North District as required.
- To organise meetings and other events.
- To update the Constitution in line with the SASA model.
- Other general administrative duties.
- To bring forward correspondence to the general committee.
- To contribute to the club's general development.

Signed.....

Date.....

