

Role Descriptor Secretary

PURPOSE

To be the principal administrator for the Club and ensuring the Club, Club activities and its members function effectively.

MAIN FUNCTIONS AND DUTIES

- Be the first point of contact for enquiries other than membership enquiries
- Have or develop familiarity with Club constitution, policies and procedures
- Affiliating the Club to the District and Scottish Swimming
- Dealing with correspondence
- Organising and attending all committee meetings
- Taking and distributing minutes to relevant parties
- Liaising with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- Updating the Constitution in line with the SASA model.
- Ensuring the club has up to date policies
- Arranging for the hire of pools for training
- Approve payments from the club bank account
- Communicating relevant information to club members
- Other general administrative duties

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Computer literate
- Reliable, patient, trustworthy
- Approachable and friendly
- Ability to delegate
- Aware of key agencies and partners
- Maintain confidentiality

REQUIREMENTS

- Be a member of Scottish Swimming
- Adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- To be updated as information becomes available

TIME COMMITMENT

Approximately 8-10 hours per month.