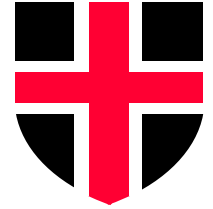


*D u r h a m C i t y*



**AMATEUR SWIMMING AND WATER POLO CLUB**

## **Role Description: Club Secretary**



### **Role of Secretary**

The Secretary of the club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organisations e.g. pool operators, local authorities, and the ASA Regions. The Club Secretary should report to the Club Chairperson.



### **Duties of Secretary**

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.
- To delegate tasks to other volunteers as appropriate
- To deal with the day to day running of the club including all correspondence (both internally and externally)
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To represent the club at meetings
- To have a knowledge and understanding of roles and responsibilities of other club committee members
- To maintain up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county level



### **Time Commitments**

Will vary, but will include attendance at club meetings, and could include attendance at meetings with the Local Authority, pool operators, and ASA County and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria.

Approved: January 2011

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