

STROUD MASTERS SWIMMING CLUB



ROLE OF THE SECRETARY

The Secretary of a 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 A CLUB 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 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
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COMMITMENT / TIME FOR THE ROLE

Will vary, but will include ongoing weekly responsibilities, particularly in dealing with correspondence.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club, and people within the club
- Be an excellent communicator, with good verbal and written skills
- Administration skills, including word processing, and minute taking
- Sound organisational skills
- Able to maintain confidentiality
- Able to work in partnership with others, both within and outside of the club
- Able to represent the club at external meetings

TOOLS FOR THE ROLE

The following are deemed to be essential items for the club secretary to have in order to carry out this role:

- Use of a computer and email address to produce letters, emails, reports, minutes, and to store and record information
- Filing system to record all letters and correspondence
- Notebooks for minutes and meetings
- Annual diary/chart to record the club's activities, meetings, competitions, training times
- Club headed stationery
- Telephone with access to an answer phone facility
- ASA checklist for new club secretaries (see ASA good club guide for a Secretary)
- ASA administrator calendar (see ASA good club guide for a Secretary)