



Congleton Amateur Swimming Club

Secretary Role Description

Role Objectives:

The role of the club Secretary is to provide a central point of administration, information and communication. It is the secretary who deals with all correspondence and communications and is a key person to the smooth running of the club.

Person Specification:

- Enthusiastic with a good knowledge of the club
- Good communicator with good written and verbal skills
- Administrative skills, effective word processing and minute-taking
- Maintain confidentiality

Duties and Responsibilities:

- Maintain records and information in relation to queries, all administration and communications.
- Deal with the day-to-day running of the club, including all correspondence
- Process and deliver appropriate information to and from stakeholders
- Organise committee meetings and AGMs, taking minutes and distributing appropriately
- To liaise with other club committee members to ensure all appropriate administration is in place
- Represent the club at meetings
- Maintain up to date contact details of all committee members, volunteers, other key personnel and Local Development Officers.

Role Details:

- This is a voluntary role.

Times, days and location:

- As required by the club

Responsible to:

- The club Chair