



## **CLUB SECRETARY**

### ***Role:***

To ensure the smooth running of club administrative requirements

### ***Skills:***

- Administration skills desirable
- Good working knowledge of Microsoft Word and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

### ***Main Duties:***

- Deal with the day to day running of the club including all correspondence
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with the committee and Head Coach to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club.
- Book Venues for Committee Meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA

### ***Commitment:***

Ongoing weekly responsibility including all club committee meetings

### ***Benefits to Self:***

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_