

# WANTAGE WHITE HORSE SWIMMING CLUB

**Role Title:** Club Secretary

## **Objective/Purpose of Role:**

Responsible for the day to day running of the Clubs administrative procedures, dealing with internal & external correspondence, supporting the Chair & Executive Committee, as appropriate.

## **Skills:**

Good organisational skills  
Knowledge of computer systems  
A pleasant friendly manner  
Ability to treat issues in the strictest confidence

## **Responsibilities/Activities**

- Deal with club correspondence from external companies, authorities and County/regional and or National ASA. Disseminate as appropriate
- Organise meetings such as the Executive Committee and Sub Committee meetings
- For executive Committee meetings the Club Secretary should prepare an agenda and send a copy together with any accompanying documents/notes to each member of the Executive Committee
- At the meeting the Club Secretary should take notes and subsequently prepare and circulate minutes to the Executive Committee in a timely manner
- Responsible for advertising/giving notice of the Clubs AGM and circulating all relevant documentation in accordance with the club constitution
- Maintain and ensure all membership activities meet Data Protection requirements plus ASA Code of Ethics

## **Typically includes Liaising With:**

Chairperson, Executive Committee

## **Indication of personal time spent performing task.**

4 hours month  
Attendance at committee meetings