

Secretary

St.Helens Swimming Club

JOB DESCRIPTION:SECRETARY

JOB TITLE: Secretary

RESPONSIBLE TO: Club Committee

ADDITIONAL REQUIREMENTS: CRB Check through St.Helens ASC.

SKILLS REQUIRED:

- Well Organised.
- Highly motivated.
- Communication Skills.

MAIN DUTIES

1. The Secretary is responsible for the day to day running of the Club with the assistance of the Chairman and Treasurer.
2. Ensure that the Rules of the Club (Constitution) are followed to the letter and carry out all aspects of the Constitution which relate to the position of Secretary.
3. Deal with Correspondence.
4. Organise all Committee meetings and General Meetings.
5. For Committee meetings:
 - Prepare an agenda
 - Issue a copy together with any accompanying documents to each member of the committee.
 - Take notes and prepare minutes
 - Minutes of the Meetings may be kept private but **ALL DECISIONS MUST BE MINUTED.**
 - **GOOD PRACTICE:** Issue periodic briefings to members of key decisions made and matters discussed. Link with the Public Relations Officer.
6. For General meetings:
 - Be fully aware of the responsibilities the Secretary has regarding AGM's and Special Meetings and ensure these responsibilities are carried out to the letter.
 - Before the meeting collect any resolutions which are to be proposed together with the nominations for the election of officers.
 - Appoint tellers whose job it is to count the votes where members vote on a show of hands.
 - Give correct notice of the meeting and prepare an agenda.
 - Take notes and prepare minutes.
 - Minutes of the Meetings may be kept private but **ALL DECISIONS MUST BE MINUTED.**
 - Minutes of members meetings must be widely publicised to the membership.

7. Ensure a delegate from the Club attends Association meetings. It maybe that from time to time you will be required:
 - To attend meetings of Associations that the Club is a member of.
 - To represent the Club's views at any such meetings.
 - To report back to the Club of the proceedings at meetings attended.
 - To vote at meetings in accordance with the Club's policy.
8. To attend a minimum of 75% of committee meetings per year. .
9. To ensure that the administration of the club is efficient and effective to meet the needs of the swimmers.
10. To ensure the effective administration precipitates the development of the Club.
11. Carry out any other general club duty the Committee requires.
12. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
13. To follow and promote the ASA Code of Ethics.
14. To follow and promote the Clubs Code of Conduct.
15. To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 2 Hours plus per Week + Attendance at meetings