

# swim21

## CLUB SECRETARY

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### **Role**

To ensure the smooth running of club administrative requirements

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### **Skills**

- 21 Administration skills desirable
  - 22 Good working knowledge of Microsoft word and minute taking desirable
  - 23 Good verbal and written skills
  - 24 Well organised and efficient
  - 25 Sound knowledge of the club
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### **Main Duties**

- 43 Deal with the day to day running of the club including all correspondence
  - 44 To process and deliver appropriate forms and information to and from county, regional and national ASA departments
  - 45 Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
  - 46 Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all eents hosted by the club
  - 47 Book venues for Committee Meetings and AGM
  - 48 Act as the main point of contact for your club for the county, regional and national ASA
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### **Commitment**

Ongoing weekly responsibility including all club committee meetings

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### **Benefits to Self**

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

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### Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Secretary' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship' ; 'Organising fixtures and Competitions'

Resources provided by Running Sport, available to download from their website

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website

[www.britishswimming.org](http://www.britishswimming.org) > *Volunteers and Officials*

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### Useful Websites

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

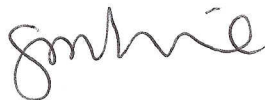
CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)

Signed:



Name:

Frances Irvine

Date

13/1/09