



# 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 Swimming secretary 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 management 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

---

## **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

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

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

---

## **Useful Websites :**

Sport England

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

NSPCC

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

DO-IT

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

Sports Coach UK

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

CSV

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

Millennium Volunteers

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

Volunteering England

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