

Role Descriptor – Club Secretary

Purpose

To be the principal administrator for the Club and ensure the Club's activities and its members function effectively, whilst liaising with the Committee and Coaches.

Main Functions and Duties

- Be one of the first points of contact for enquiries
- Dealing with correspondence and delegating to appropriate committee members and / or coaches
- Affiliating the Club to Midland District and Scottish Swimming
- Maintain an up-to-date membership register following GDPR policies, monitor Scottish Swimming's JustGo database and liaise with Scottish Swimming as required
- Administer and distribute the Club's weekly SignUpGenius for training sessions
- Attend all committee meetings
- Take minutes of meetings and pass to the President for approval before distribution to relevant parties
- Liaise with Scottish Swimming, the local authority, other clubs and partners as required and maintain effective relationships
- Liaise with pool facility provider / Club Treasurer and advise Club members of training cancellations / time changes and holidays
- Liaise with the Club's Wellbeing & Protection Officer and ensure the Club has up-to-date policies, such as Wellbeing & Protection, Discipline and Complaints etc
- Liaise with the Club's Digital Communications Officer to maintain Club notices via the Club's website, Facebook page and WhatsApp Group Chat
- Administer any monies for events / competitions, collate and forward to Treasurer as and when required
- Other general administrative duties

Skills / Attributes

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator and problem solver
- Patience

Requirements

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

Training and Support

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- Virtual community support through the HIVE learning platform

Time Commitment

- Can vary dependant on size and nature of club, and events attended.

NB: This is not an exhaustive list and can be adapted by the club.