

# CLUB SECRETARY

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## **Role**

To ensure the smooth running of club administrative requirements

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## **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
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## **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 and Competition 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
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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	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_