

Wandsworth Swimming Club

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
- Keep the club's historical records
- Maintain the club's noticeboard
- Process and deliver appropriate forms and information to and from county, regional and national ASA departments and other affiliated bodies
- Call committee meetings and AGM, prepare agenda, take minutes and provide copies as appropriate
- Liaise with the Membership and Competition Secretaries 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 WSC for the county, regional and national ASA and other affiliated bodies
- Place advertisements for coaches
- Arrange insurance cover
- Issue press releases

Commitment

Ongoing weekly responsibility including all committee meetings

Benefits to Self

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

Further Development /Support

'How to Communicate Effectively', 'The Role of the Secretary'; resources provided by Running Sport, available to download from their website www.sportengland.org/running/sport. Further training is available through the ASA Regional Training Network visit the ASA or London Swimming website.

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		